



## **Procedure for Recruitment and Selection of Lower Columbia College Administrator, Exempt, Classified and Faculty Positions (Full-time)**

Through an equitable and inclusive recruitment process, our goal is to attract and hire the best talent to share in the mission and values of Lower Columbia College.

### **Selection Process Guidelines**

The selection process consists of in-person or video interviews, background checks, and reference checks. The first interview is conducted by a search committee. The second interview is conducted by the President and applicable Vice President or designee. The search committee is charged with the professionalism and integrity of the process. The committee will comply with the College's Non-Discrimination & Anti-Harassment Policy and selection guidelines. Human Resources will serve as the advisor regarding equal employment, non-discrimination practices, and best practices in screening and interviewing. Human Resources will provide training on the recruitment process as well as mitigating biases and other topics related to recruitment and the hiring process. The committee's role is to recommend the best applicant to support the success of LCC including the College's students, faculty, and staff.

Official communications regarding the search and selection process are the responsibility of Human Resources. Responses to media inquiries, press releases, or other external communication will be provided by Human Resources and/or Effectiveness & College Relations. Members of the search committee who receive an inquiry or communication from the media or applicants will refer them to Human Resources.

### **Confidentiality**

Members are to refrain from discussion with any applicant or individual regarding any person's candidacy. Committee members who violate the integrity and/or confidentiality of the process may be removed. All communication, deliberations, discussions, and information shared, will remain confidential with regard to applicants, their qualifications, rating, inclusion and exclusion from continued consideration, and other matters related to the process.

### **Screening & Selection Process**

1. Within the Online Hiring Center (OHC), supervisors will create a requisition to request to fill a full-time position. The requisition will go through the appropriate approval levels, which always includes approval by the Executive Leadership Team. Once approved, Human Resources will work with the supervisor and VP to go over the details, qualifications, goals, vision for the position as well as define "good fit" for the position. From that discussion, HR and the supervisor will develop a screening criteria matrix to use throughout the recruitment. Then, HR will create the job posting and strategically advertise in diverse locations with diverse readership and membership.
2. Human Resources, the appropriate supervisor, and/or Vice President will select an interview committee. A representative from Human Resources is a full participant in the committee

process and is responsible for ensuring the selection process is in compliance with these procedures, negotiated agreements and State and Federal regulations as well as providing guidance to members. Vice Presidents will not serve on hiring committees (unless approved by the President). All committees will include the position manager (if the direct supervisor is not a VP) and a Human Resources representative as well as members from each major college division. To ensure there is diversity within the selection committee, HR may add additional committee members and/or remove committee members selected by the supervisor and/or VP. Every effort will be made to include representation from each major college division; however, exceptions may be made to prevent a significant delay in the process. Screening committees for Faculty positions shall be comprised of at least 50 percent faculty members.

3. Committee members will use the screening criteria matrix to review and rate applicants' application materials in the OHC. Human Resources will schedule the initial committee review meeting to screen the applicants, discuss the process, and provide guidance (this may be done as a group or individually with each member of the committee). Committee members will immediately report any potential or perceived conflicts of interest to Human Resources. For positions where the VP or President is the direct supervisor, the VP or President may participate in the screening process including reviewing and rating applicants' application materials and attending the committee review meeting.
  - a. At the review meeting, committee members will disclose if they know any of the applicants and how they know them. Committee members will not share additional personal knowledge about applicants they know until after interviews have occurred. However, if they know about something egregious related to the applicant, they should disclose to HR outside of the committee review meeting. If a committee member determines they can't be objective during the hiring process because of personal knowledge, they will recuse themselves from the committee.
  - b. The committee will refer to the screening criteria matrix and the definition of "good fit" in selecting applicants to interview. Applicants that do not meet minimum qualifications will not be offered an interview.
  - c. Human Resources will review applicant demographic data of applicant pool for the position after applicants are selected to interview to ensure there aren't barriers for certain groups getting selected for interviews. The data may require HR to add applicants to interview from the pool and/or result in a failed search and a need to re-post the position.
4. The Human Resources representative will develop interview questions with the direct supervisor of the position.
  - a. The interview for faculty applicants may include a classroom presentation. All staff members will be invited to attend the presentation and provide feedback to committee members.
5. Recruitment for Administrator positions may include an open forum and/or an informal meet and greet with their prospective team. Attendees at the open forum will have the opportunity to share their feedback on a survey.

6. Following the initial interview, the President will review the strengths and weaknesses of applicants recommended for a final interview and make selections for final interviews. For positions where the VP is the direct supervisor, the VP may request to have additional time with the applicants.
7. The President and appropriate Vice President conduct the final interviews. They have the option to involve the Director or Dean in the finalist interview. The Vice President and President will review the survey feedback from the open forum for Administrator positions prior to making a hiring decision. The President is the hiring authority. In the event the President and/or Vice President are unavailable and their absence will significantly delay the process, the President may designate another Administrator to conduct final interviews and make the final hiring decision.
8. Human Resources will conduct reference and background checks including inquiry with applicant's current and previous postsecondary employers regarding history of sexual misconduct. Background checks and inquiry with postsecondary employers will be completed in accordance with the [HR Background Check Procedure](#). The President will be informed of the results of the reference checks and all details of the employment offer will be confirmed prior to any offer being made. This step includes consultation with the Faculty Association for salary placement, if appropriate, and documentation of any special funding information necessary to complete the hiring process. Employment offers shall be made in conformance with negotiated agreements, and state and federal law. Offers will be equitable relative to the applicant's experience and education.
9. The President has authority to declare a failed search. If the decision is made to repost the position, HR may review and modify the position.
10. Human Resources will track applicant demographic data for use in strategic planning for recruitment.

### **Internal Only Recruitments**

In conjunction with Human Resources, the President may approve positions for internal recruitment only. Internal recruitment will be authorized when a position is deemed to have a competitive internal applicant pool. Positions open only for internal applicants will follow the same Screening & Selection Process.

### **Appointments**

Prior to appointing someone into an exempt, non-permanent Classified position, full-time temporary faculty, or tenure track faculty position, there will be thorough review of all qualified employees/applicants for the appointment and thoughtful consideration on equity and potential negative impacts of the appointment.

#### ***Exempt***

In circumstances when it is deemed appropriate, the President may appoint a applicant (internal or external) to fill Exempt and Administrator positions without recruiting for the position. Appointments will be reviewed by the Executive Leadership Team prior to the final appointment by the President.

***Non-permanent Classified***

Non-permanent appointments may be necessary to fill a vacancy, meet business needs, or cover a leave of absence. Non-permanent appointments require approval by the Executive Leadership Team.

***Faculty***

The Vice President of Instruction may propose appointments of adjunct faculty into full-time temporary faculty positions to the Executive Leadership Team for approval.

Additionally, in an effort to expedite the hiring process, the VPI can seek approval from the Executive Leadership Team to use an alternative review process to fill vacant tenure track faculty positions with current full-time temporary faculty. The applicable Dean leads the alternative recruitment process and chairs a review committee that's comprised of the Dean, HR, faculty from the department, faculty from outside the department, and a student services representative. The committee members independently review the applicant's portfolio of their experience, credentials, student evaluations, etc. The Dean then leads a committee review meeting to discuss the applicant's qualifications and get the committee's input. Once the committee reaches consensus, the Dean documents the committee's recommendation to appoint or not appoint for review by the VPI and President. The VPI and the President make the final decision to appoint through the alternative process.