2460 – Hiring Guidelines for Regular (Non-temporary) Faculty and Staff

Appointments	When an unusual or emergency situation occurs and it is in the best interest of the College, the President or his/her designee may appoint a qualified individual to fill a vacancy for positions other than Dean/Vice Presidential level. If the individual is not already a College employee, the President shall present the recommendation to the Board of Trustees at its next regularly scheduled board meeting, to seek approval of the appointment.
Approval for Filling New and Existing Positions	Prior to beginning the selection process for filling expected vacancies for existing positions, a letter of resignation (terminating employee), brief two-line initialed e-mail (job transfer), or College-initiated letter (non-renewal, involuntary termination, or reduction in force) must on file in the Office of Human Resources. A determination of need to fill a new or existing position shall be submitted to the President or his/her designee by following the steps outlined in the Personnel Requisition and Authorization Procedure Instructions and completing the corresponding form located on the Human Resources web page. If the President or his/her designee determines that a need for the position exists, this shall be communicated to the Office of Human Resources who in turn will notify the appropriate supervisor. The Board of Trustees must approve new Dean/Vice Presidential level positions before proceeding with the hiring process.
Position Description	Prior to advertising, the position description for the vacancy is to be reviewed or developed by the appropriate supervisor in conjunction with the Office of Human Resources; the Office of Human Resources has final approval.
Creation of Application Packet	The appropriate supervisor will work with the Office of Human Resources to customize the content of the application packet used by a screening committee (see below) for the open position. If a like position has been advertised within the last six (6) months, the appropriate supervisor may review those candidates. The supervisor shall contact those candidates under consideration to determine their interest and availability for the open position. Since application material content is to be uniform, the Office of Human Resources shall be contacted if additional application material is required from candidates for certain positions. *If, at any time, applications are submitted directly to departments or individuals, the application shall be forwarded to the Office of Human Resources for processing before being considered for the position.*

Advertisement of Position

The Office of Human Resources, working closely with the appropriate supervisor, shall create the advertisement for the position. After being approved by the President or his/her designee, all advertisements will be publicized according the College's Advertising Guidelines and considering the recommendations of the appropriate supervisor.

If a like position has been advertised within the last six (6) months, and an adequate number of candidates have been found, the supervisor does not need to proceed with a new advertisement.

Screening Committees

A screening committee shall be used to consider applicants for all regular positions. The screening committee shall consist of the appropriate supervisor or his/her designee, serving as the Search Committee Chair, and members from the campus base, as selected by the appropriate supervisor and the Office of Human Resources.

The members of a screening committee shall be responsible for the duties as outlined in the Search Committee Chair & Committee Procedure Instructions-Regular Positions located on the Human Resources web page.

In the event a candidate is not approved by the President or Board, the appropriate supervisor shall re-examine those applications on file for the position. If qualified candidates are not available, these guidelines shall be reinstated beginning with the Advertisement of Position process.-

Recommendations and Notifications

Use the following table to determine appropriate steps for making employee recommendations and notification.

Step	Action
1	Screening Committee Chairs shall make written employment recommendations to the appropriate administrator by following the steps outlined in the Personnel Action Procedure Instructions and completing the corresponding form located on the Human Resources web page.

2	Upon approval of the employment recommendation by the President or his/her designee, the supervisor shall complete a Blue Team Form for the selected candidate. Based on information contained on the Blue Team Form, the President or his/her designee may make recommendation of hire to the Board of Trustees at their next regularly scheduled board meeting. At this time, the supervisor may make an offer of employment to the candidate unless the candidate is new to the College or he/she is being recommended for a Dean or Vice Presidential level position. In this case, the supervisor may make a tentative offer of employment to the candidate contingent on Board approval. Upon Board approval, communication regarding the position is to be made with the selected candidate by the supervisor. In the event the employment recommendation is disapproved, the supervisor shall make notification of such to the affected candidate.

Hired Candidate

Use the following table to determine appropriate steps to take once a candidate has been hired.

Step	Action
1	The approved candidate's supervisor is responsible for the creation of the appropriate contract or other payment form, prior to the candidate starting his or her duties; if extenuating circumstances exist, the Office of Human Resources shall be notified. *Please note the only offices allowed to create contracts are those of the President, and* Vice President of Instruction and Student Services
2	The candidate's supervisor should explain the payroll process to the candidate or refer the candidate to the Office of Human Resources.
3	The supervisor shall make an appointment with the Office of Human Resources for the new employee to complete his/her employment paperwork on or before his/her first day of employment. At outlying sites, such as Fort Riley, the supervisor <u>shall</u> make an appointment with the designated site personnel for the new employee to complete his/her employment paperwork on or before his/her first day of employment.

(Based on policy 1470; revised and approved by President on 10/16/07)