



Hiring

Hiring Policy

Approved by and date:

Board of Trustees

09/09/2019

Executive Leadership Team

08/27/2019

Policy:

Kilgore College faculty and staff are expected to be involved in setting a climate conducive to promoting and maintaining diversity. It is the policy of Kilgore College that all qualified applicants receive equal consideration without regard to gender, race, color, religion, national origin, disability, age, veteran status or genetic information. This policy reflects compliance with all appropriate federal, state, and local statutes including, but not limited to, the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Rehabilitation Act of 1973 (section 503, 504); the Americans with Disabilities Act; Title IX of the Educational Amendments of 1972; the Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; Executive Orders 11246 and 11758; the Texas Commission on Human Rights Act, as amended.

Current full-time Kilgore College employees must wait six months from date of hire before being eligible to apply for another position within the College. Exceptions will only be allowed with approval of the College president.

Procedures:

Approved by and date:

Executive Leadership Team

08/27/2019

Kilgore College establishes procedures, provides instructions, and sets forth basic principles to be followed in the administration of the hiring process. The objectives for the screening committees are to select and present for administrative consideration, the best candidates to fill faculty and staff vacancies in a timely manner; and to ensure that individual applicants are afforded the opportunity to compete for available positions on an equal basis.

By authority of the Kilgore College Board of Trustees, the president is authorized to make offers of employment and to employ personnel, subject to Board ratification. While administrators at levels other than the president may be authorized to negotiate employment, only the president can make an offer of employment. Administrators other than the president are authorized only to make recommendations for employment. When positions become vacant for any reason, no hiring or search procedures will be initiated until a **Request for Authorization to Conduct an Employee Search** form has been completed and must have all appropriate signatures and be received in the Office of Human Resources. This procedure applies to all full-time faculty and staff positions of Kilgore College. Vice presidents, deans (or equivalents), directors, department chairs, and coordinators are accountable for efforts to achieve a diverse faculty and staff in their respective areas. Positive action will be taken by the administration to identify and eliminate any unnecessary barriers to equal employment opportunities. Recruitment efforts will be made to utilize both traditional and non-traditional employment sources which reach individuals who are members of racially and ethnically

underrepresented groups, as well as underrepresented gender groups. In the event of an unexpected faculty or staff vacancy, and when time does not permit a full search to be conducted, the president may approve an interim appointment. The duration of this appointment shall not exceed one year, during which time a search will be conducted. Exceptions to this procedure may be made only with written authorization of the president.

Deans and instructional department leaders are responsible for hiring adjunct instructors who have qualifications which meet or exceed those listed in the Faculty Competence Policy.

Responsibilities for organizing and conducting searches

President

It is the responsibility of the president to:

- a. Approve or disapprove all requests to conduct an employment search.
- b. Approve or disapprove all recommendations for hiring.
- c. Issue a written offer of employment to each successful candidate.
- d. Submit each new employee to the Board of Trustees for ratification.

Vice Presidents (or equivalents)

It is the responsibility of the vice presidents to:

- a. Approve or disapprove each search before forwarding such requests to the Office of Human Resources and the President's Office.
- b. Approve or disapprove all finalists for employment consideration and submit same to the president for final approval.
- c. Meet with committee should he/she disapprove a finalist.

Deans or Equivalent Supervisor

It is the responsibility of the deans or equivalent supervisors to:

- a. Complete and submit a **Request for Authorization to Conduct an Employee Search** and the **Position Specification** or updated job description.
- b. Approve the screening committee composition. The committee must, to the maximum extent possible, include a cross section of persons with regard to race, gender, and ethnic origin, and the voting members should have knowledge in the field or other meaningful insights as related to the position.
- c. Receive the screening committee's recommendations and conduct second round interviews, as appropriate.
- d. Make objective recommendation for employment to the appropriate vice president with a copy to the Office of Human Resources.
- e. Ensure that all hiring and employment practices are followed in accordance with Kilgore College procedures.
- f. Notify the successful candidate of the outcome of the search by telephone or delegate that responsibility to HR or appropriate department chair.
- g. Indicate that an official offer of employment can only be extended by the president.

- h. Assume all of the responsibilities listed below for a department chair if the search is for a program coordinator or department chair level position.

Screening Committee Chair

For faculty positions, the department chair, program director, or coordinator typically serves as the chair of the screening committee. For non-faculty positions, the direct supervisor typically fills this role. It is the screening committee chair's responsibility to:

- a. Assist the dean or supervisor in writing the **Kilgore College Job Description** to include qualifications and responsibilities of the position. (Note: If the search is to fill an existing position, the chair will check with Human Resources to see if a job description already exists and if so, an update to the current job description can be used.)
- b. Initiate the hiring process by assisting the dean or equivalent supervisor in completing a **Request for Authorization to Conduct an Employee Search** form.
- c. Recommend to the dean a three to five member screening committee, after conferring with the Director of Human Resources. The committee must, to the maximum extent possible, include a cross section of persons with regard to race, gender, and ethnic origin, and the voting members should have knowledge in the field.
- d. Meet with the screening committee to emphasize compliance with the procedures and to give the committee its charge, including the target date for completion of the search, as well as any other specific instructions.
- e. Receive applications from the Office of Human Resources and duplicate and distribute, as appropriate, to members of the screening committee.
- f. Work with the screening committee to ensure that all the appropriate steps of this procedure are completed and that a fair and objective hiring recommendation is reached.
- g. Notify the Office of Human Resources of those candidates not selected for an interview so that letters of non-selection may be developed.
- h. Forward a copy of the interview questions to the Office of Human Resources for review prior to the start of interviews.
- i. Forward the **Screening Committee Recommendation** form to HR and the appropriate dean/administrator for consideration.
- j. Forward a copy of the all application materials, a copy of the interview questionnaire, and all **Pre-employment Reference Check** forms to the Office of Human Resources.
- k. Notify by phone those individuals who were interviewed but not selected for employment, expressing gratitude for their interest in Kilgore College.

Screening Committee

It is the responsibility of the committee to:

- a. Review and understand the hiring procedures.
- b. Maintain confidentiality regarding individuals in the applicant pool, as well as all committee discussions and ratings. Develop a list of essential candidate characteristics (knowledge base, skills, abilities and other qualifications) to be considered in the screening process.
- c. Develop interview questions which will be asked of every candidate. This list of questions must focus only on job related issues and must avoid discriminatory or overly personal subjects.
- d. Screen application materials to determine applicant qualifications based upon job related criteria. Individuals not meeting the "minimum requirements", as listed on the official Kilgore College Job Announcement, should not be considered for employment; thus, they should not be offered an interview.

- e. Select those individuals who will receive an interview. The most equitable method for selecting candidates to interview involves grouping all applications by similar job related criteria (e.g., all applicants with a master's degree and three or more years of experience in group 1, applicants with bachelor's degree and three or more years of experience in group 2.) Interviews should be offered to all individuals within the "highest" or most qualified group. If the screening committee desires to interview someone in the second most qualified group, all applicants within that group must also be offered an interview. (Note: There is no such thing as being "over qualified" for a job.)
- f. Schedule interviews. To the maximum extent possible, interviews should be set at a time convenient to the committee members, as well as the applicants. If desired, the Office of Human Resources will schedule interviews on behalf of the committee.
- g. Conduct the interviews. Every applicant interviewed must be asked the same basic questions. However, based upon responses received to the basic questions, the screening committee members are permitted to ask follow up or probing questions that differ person to person. In addition, the committee must ensure that each candidate is treated similarly (If one candidate is provided a tour, all candidates should be provided the same opportunity.)
- h. Rank the top three finalists in order of preference and submit the **Screening Committee Recommendation** form.
- i. Contact references and/or previous employers of top finalist after the interview process. Record the results of the conversations on the **Pre-Employment Reference Check** form.

Office of Human Resources

It is the responsibility of the Office of Human Resources to monitor the search process and to:

- a. Authorize the search opening, in consultation with the president, by signing the **Request for Authorization to Conduct an Employee Search** form.
- b. Develop and distribute the official Kilgore College Job Announcement based upon the Position Specification or updated job description.
- c. Develop and transmit to the public information officer any paid advertising of the vacancy requested by the department. Please note: paid advertising is done only at the request of the department and all associated costs must be paid out of departmental budgets.
- d. Receive original application materials from prospective employees.
- e. Meet with the screening committee prior to the initiation of the interview process to cover all necessary procedures.
- f. Prepare and transmit letters of non-selection.
- g. Receive employment recommendations from the screening committee and arrange or conduct final interviews, as appropriate.
- h. Make the final employment recommendation to the president.
- i. Prepare for the president's signature a written offer of employment.
- j. Conduct background check on the recommended candidate.
- k. Ensure that all rules, policies, and regulations concerning equal employment opportunity are adhered to during the search process.