



POLICY NUMBER: SLCC-HR-511

**POLICY AND PROCEDURES MEMORANDUM**

**Title: Search Committee Process**

**Effective Date: March 26, 2012**

**Date of Last Revision:**

**Cancellation:**

**Office:**

### **Search Committee Process**

The search for administrative and faculty personnel is an extremely important function at South Louisiana Community College. Full awareness of the legal parameters created by the various civil rights laws, federal laws and state laws mandates specific treatment and prohibits certain actions and is absolutely imperative when searches are undertaken. South Louisiana Community College will ensure that the following will be implemented at all levels of administration:

- Recruit, hire, place, train and promote in all job classifications without regard to non-merit factors, such as race, color, age, religion, sex, national origin, disability veteran status, or any other factor protected by law, except where there is a bonafide occupational qualification.

Personnel with responsibility for recruitment, appointment and placement, are charged with the responsibility of seeing that this policy is successfully implemented by giving it full support through active cooperation and example.

In order to begin the search process, a notice of vacancy must be forwarded to the Human Resources department by the Executive Committee to begin the process. Once the posting is approved a series of guidelines listed below will be followed if a direct appointment to the position can't be made.

**\*\*\*\*If there is a full-time faculty or staff member in a temporary appointment who is deemed by his/her supervisor and respective Vice Chancellor to satisfactorily fill the permanent position, the appointing authority (the Chancellor) has the ability to directly appoint the individual**

1. Position will be posted for a period of 10 calendar days
  - a. Posting areas include our college website, web boards (local and national) and print ads. Postings are determined by the type of position posted.
2. Once the position is posted a diverse committee will be identified that excludes the immediate Supervisor of the posted position. This committee must include at least three members and be diverse in gender and race. When possible it is important to include Colleagues from different areas of the college that interact with the posted position.

3. The Committee chair will work with the appointed committee to develop questions relevant to the positions and general character questions. These questions must be submitted to Human Resource department for approval.
4. Once the position posting closes the Human Resources Department will prepare all qualified applicants and forward to the committee chair electronically so that any committee member without SLCC "I-drive" access can obtain applicant material.
5. Unless approved by the appointing authority a search must have at least four qualified candidates in order to move the search to committee review.
6. The committee chair will notify HR of expected interview dates and candidate selection in writing for documentation purposes.
7. At the time of interviews all candidates will be required to sign a release form authorizing a background check in the event they are a final candidate.
8. Once applicant interviews are completed the committee will recommend the three top applicants for final interviews with the positions immediate Supervisor and respective Vice Chancellor. In the event the committee does not have three applicants to send forward the committee chair must notify the Human Resources Department.
9. Once final interviews are completed background checks will be done and references will be checked. (Supervisors may request a debriefing with the screening committee but it is not required.)
10. The respective Vice Chancellor will make an offer verbally to the selected candidate and once the position is accepted terms of the offer will be made in writing via electronic communication to the candidate and the Human Resources Department.


*Reference:*

*Policy Reference:*

*Review Process:*

<i>x</i>	<b>Reviewing Council/Entity</b>	<b>Approval Date</b>	<b>Effective Date</b>
<i>X</i>	<i>Cabinet Approval</i>	<i>03/19/12</i>	<i>03/26/12</i>
<i>X</i>	<i>Executive Committee Approval</i>	<i>03/26/12</i>	<i>03/26/12</i>
<i>X</i>	<i>Chancellor Approval</i>	<i>03/26/12</i>	<i>03/26/12</i>

*Distribution:* Distributed Electronically via College's Internet  
Hard Copy Distribution to Cabinet

  
 \_\_\_\_\_  
 Natalie J. Harder, PhD  
 Chancellor