

CP 2.3.1 Recruitment and Appointment

Related Board of Trustee Policy: BP 2.3

Responsible Official *Human Resources*
Approvals *04/20/2021*
Revision

Procedure

I. Process of Recruitment

The Human Resources Officer shall be notified of the position vacancy with the appropriate form and approval signatures.

1. The appropriate supervisor will submit a job description and Request to Fill a Position form to the Human Resources Office identifying the knowledge, skills and abilities necessary for performing the tasks of the vacant position and will recommend the selection committee members. This must be a cross section of employees. The Human Resources Officer will serve as an ex-officio member of the committee.
2. Vacancies for external applicants will be advertised for the duration of recruitment period as needed for a sufficient pool of applicants. Selected part-time positions shall be advertised as needed.
3. Job vacancy notices may be advertised using the following medium:
 - In-house via email
 - Website
 - North Carolina Division of Employment Security
 - Division of Personnel Services at the North Carolina Community College System Office
 - Local and regional newspapers such as The McDowell News, Morganton News Herald, Charlotte Post, etc.
 - Selected publications with regional and/or national coverage.
 - Appropriate colleges and universities in North Carolina
4. Vacancies may be advertised internally (includes recent qualified graduates of MTCC) for a given period of five (5) working days from the time a position is posted to apply before external advertising will begin. In the event there are sufficient qualified applicants, external advertising may not be necessary. The Director of External Relations will provide for all advertising as directed by Human Resources.
5. The college fully supports the concepts of equal opportunity and affirmative action and intends to advertise positions in most instances. However, the college reserves the right to occasionally reassign existing personnel, without Board approval, to meet the college's changing needs. Such reassignment must be within the same classification, i.e., Non-instructional personnel may be reassigned to a different Non-instructional position, Full-time instructors may be reassigned to teach a different subject area for which they are qualified, and administrators may be reassigned to a different administrative function.

II. Application Process

Each applicant must file an application and provide the required information as submitted in the position vacancy request with the Human Resources Officer by the designated deadline.

III. Appointment / Selection Process

The Selection Committee will consist of at least 3 persons appointed by the appropriate supervisor.

1. After receipt of all applications, the Selection Committee members will meet with the Human Resources Officer prior to interviews to discuss the committee member's responsibilities and establish the criteria and characteristics desired for the particular position. The Selection Committee will screen **ALL** applications, resumes and transcripts submitted to them to determine the person(s) to be invited for an interview.
2. McDowell Technical Community College shall employ faculty members so as to meet Southern Association of Colleges and Schools Commission on Colleges Faculty Credentials Guidelines and State Board of Community Colleges Code 1C SBCCC 300.97.
3. After interviews, the Selection Committee will submit the top recommendation and two (2) alternate candidates (if applicable) for employment to the Human Resources Officer. The Human Resources Officer will submit the Committee's recommendations to the President for consideration.
4. Authority to employ personnel is referenced in Board Policy BP 2.8 Employment.
5. After Board of Trustee approval, (if applicable) the Human Resources Officer will be responsible for "making the employment offer".
6. Support staff are recommended for consideration by the Committee to the President for approval following Procedures 3 – 5.

IV. Notification

1. The chairperson of the Selection Committee will notify the Human Resources Officer of the selected candidates.
2. The Human Resources Officer will notify all unsuccessful applicants following the selected candidate accepting the position.

V. Orientation

Upon acceptance of employment, the new employee will be required to submit for processing the appropriate employment forms in the Finance and Administration Office and the Human Resources Office. An orientation will be provided by the appropriate supervisor or the Human Resources Officer.

VI. Access

1. All personnel files are maintained in the Business Office. The Continuing Education Division and Small Business Center maintain their part-time (other) faculty credentials. Personnel files shall consist of, but not limited to the following documentation: MTCC application, new hire form, and contracts. If applicable, the following are required: transcripts, vacation/sick leave requests, professional development documents, evaluations, insurance/retirement forms, and termination/exit interview forms.
2. Administrative Staff; namely, the President, Vice-Presidents, Deans, Directors, Coordinators and Selection Committee members will have access to prospective applications.
3. Applicant files under review must be signed out from the Human Resources Office.

Procedures for Part-time temporary / adjunct faculty

VII. Recruitment / Appointment

1. The employment of part-time temporary / adjunct persons may include selecting from an existing file of applicants or advertising to obtain additional applicants. The hiring supervisor will accept and screen applications and make the hiring decision of the best

qualified applicant. The hiring supervisor will be responsible for processing the necessary pre-employment forms including credentials and forward (if applicable) to the Human Resources Office and Business Office.

2. All part-time temporary employees wanting to be considered for a full-time permanent position or full-time temporary must apply and follow the same employment application procedures indicated in Section II and III.
3. Access to files are the same as stated in Section VI.

VIII. Record retention of personnel files

All records retention of personnel files will be maintained as set forth in the Public Records Retention and Disposition Schedule provided for institutions of the Community College System.