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|  Wharton County Junior College | ADMINISTRATIVE PROCEDURE MANUAL | | |
| WCJC Title: Recruitment and Appointment of Full-Time Personnel | | Section D: Personnel | Page(s): 4 |
| BASED ON BOARD OF TRUSTEES POLICY | | | |
| Policy Title: Employment Practices | | Policy: DC | |
| Subtitle: Recruitment and Appointment of Full-Time Personnel | | Date Adopted: 08/01/2020 | |

Purpose

This procedure describes responsibilities and procedures for recruiting, selecting, and appointment of full-time personnel (faculty, administrative staff, and support staff).

Procedure

A. Responsibility

Recruitment for new or vacant positions for persons who report directly to the president is the responsibility of the president. Recruitment for all other full-time contract personnel is the responsibility of the appropriate Cabinet-level officer, generally the supervising vice president, or designee.

B. Recruitment Authorization

The responsible vice president secures written authorization from the president to begin recruiting for all full-time or ongoing part-time vacancies, regardless of whether such vacancies are for contract or non-contract positions, by submitting a completed Recruitment Authorization Form (RAF).

C. Announcement of Vacancy

The vice president or designee provides information for position announcements.

D. Search Committee

1. The supervising vice president recommends a search committee and a chair to the president or designee. Once the president or designee approves the search committee, the Human Resources Department notifies the chair and the committee of their appointment. The chair coordinates with the Human Resources Department the initial search committee meeting for all full-time contract positions.

2. Search committees are composed as follows:
 - a. *Faculty Positions*: Three to five faculty members representing, when possible, the area of expertise or related area. The committee also contains the department head and the division chair.
 - b. *Cabinet-Level Administrators*: Three staff members, including at least one member of the President's Cabinet, one member of the administrative staff, and one member of the support staff.
 - c. *Administrative Staff*: Three staff members, including at least two members of the administrative staff.
 - d. *Support Staff*: No committee is required.
 - e. A change in a search committee composition requires approval from the President.
3. The chair of the search committee serves as the liaison with the supervising vice president, search committee, and the Human Resources Department. The chair is responsible for the functions of the committee and for arranging interviews.
4. Under the guidance of the Dean of Human Resources, the search committee completes screening forms and interview questions, and makes recommendations to the supervising vice president.
5. The search committee screens applications, reviews credentials, and conducts all interviews.

E. Hiring Process

1. The originator completes the appropriate sections of an RAF and submits the form with a job description to the supervising vice president.
2. The vice president reviews, completes, and signs the RAF and forwards it to the Human Resources Department. The completed and signed RAF and job description are then forwarded to the president.
3. The president approves or denies the RAF. If the RAF is approved, the president signs it and forwards it to the Human Resources Department. The president places the matter on the board agenda if board action is required.
4. When the Human Resources Department receives the signed RAF from the president,

the Dean of Human Resources posts the position vacancy notice, places advertisements as appropriate (*see AP: Recruitment Advertising and Posting of Vacancies*), receives applications from candidates, checks for minimum requirements and assembles an applicant pool.

5. The Human Resources Department provides each member of the search committee with appropriate materials pertaining to the search, selection and hiring of a candidate and informs the committee that application materials or copies of application materials are confidential.
6. The search committee reviews applications and prepares a list of candidates to be interviewed.
7. The committee chair arranges for interviews and the committee conducts interviews with the candidates.
 - a. Telephone, video conference, and/or in-person interviews may be conducted by the search committee.
 - b. Faculty positions require a teaching demonstration.
8. After all interviews are completed, the committee completes the Search Committee Recommendation Form that includes an evaluation of each candidate interviewed and whether the candidate was found acceptable or not acceptable by the committee.
9. The supervising vice president or designee selects from the pool of qualified candidates submitted by the search committee and determines who will receive an offer of employment.
10. The supervising vice president or designee consults with the Dean of Human Resources to confirm the completion of criminal background check, reference checks, and the Worksheet for Calculating Equated Experience (*see AP: Salary Placement for Full-Time Employees*). If the supervising vice president or designee desires to negotiate a salary outside the pre-approved range, permission from the president is required.
11. The Human Resources Department drafts a Personnel Action Form (PAF) and forwards to the supervising vice president for completion. The PAF is then forwarded to the Human Resources Department.
12. The Dean of Human Resources reviews the completed PAF, attaches the required documents, and forwards the completed package through appropriate processes to the president.
13. The president reviews and approves or denies the completed package. If approved, the president signs the PAF, includes a copy of the PAF in the board agenda, and sends the

signed original PAF to the Human Resources Department.

14. The supervising vice president or designee notifies the selected individual of the intent to employ and of the position's salary. The supervising vice president or designee advises the selected individual that approval from the board of trustees is required for contract positions prior to a final offer.
15. Written notification of intent to employ is handled by the Dean of Human Resources, as is notification to unsuccessful applicants that the search has been concluded. Upon approval by the board of trustees, the supervising vice president or designee notifies the selected individual of their confirmed employment.
16. The Dean of Human Resources prepares and sends a Term Contract to the selected individual for them to sign and return within a specified time. After the new employee signs and returns the contract, it is then submitted to the chair of the board of trustees for signature. The original signed copy is filed in the employee's personnel file in the Human Resources Department.

Revised Date: 04/24/2025

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