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## 6.18 – Selection of New Faculty

Each applicant for a regular full-time faculty position will be required to follow the Board of Trustees approved hiring procedures, which include an evaluation by an appropriately constituted screening committee as set forth in this Section.

Faculty input into the selection of new faculty will be advisory only. The Administration will form an all-faculty screening committee whose majority composition is full-time tenured faculty from the discipline or area in which a faculty position is being filled. In order to further the College's goal to have a workplace that is reflective of the community, committee composition will be made as diverse as is reasonably possible, provided the majority, where possible, are from the discipline and have satisfactory evaluations. If faculty members outside the discipline are necessary for diversity, faculty members within the discipline shall make recommendations for committee appointments from a list of available faculty provided by the Director of Human Resources. Full time temporary, whether grant-funded or not, shall not serve on a screening committee, unless they themselves were hired through the screening process. When sufficiently diverse faculty members to serve on a screening committee for the selection of new faculty are available, they should have the following credentials in the priority indicated:

- A. First Priority
  - 1. For an instructional faculty position, the Administration will select faculty members to serve on the screening committee from the discipline where the instructional faculty position is being filled; or
  - 2. For a library faculty position, the Administration will select faculty members to serve on the screening committee from the library faculty; or
  - 3. For a counseling faculty position, the Administration will select faculty members to serve on the screening committee from the counseling faculty.
- B. Second Priority – Tenured faculty shall have priority over non-tenured faculty for an assignment to a screening committee to select new faculty.

If screening committee meetings are to be held during the summer, faculty members in the discipline will be mailed notices at home asking for volunteers.

The committee will present its recommendations in alphabetical order to the Campus President.

The committee will promptly be notified in writing when a decision is made to recommend an appointment to the Board.

- C. As an alternative to the screening committee set forth in paragraphs A and B above, faculty applicants may also be screened by the Faculty Recruiting Team. However, the Faculty Recruiting Team will not be used to circumvent the screening committee process when hiring locally. This does not preclude participation in local job fairs. The Faculty Recruiting Team will be made up of 20 faculty members. Membership on the Faculty Recruiting Team will be recommended by FUSA. The College agrees that at least ten (10) members of the Faculty Recruiting Team will be selected from those recommended by FUSA.

1. Members of the Faculty Recruiting Team will be appointed by the College for a period of two (2) years; provided that in the initial group of appointments, ten of the 20 appointees will be for a period of three (3) years. Thereafter, FUSA will recommend ten (10) faculty members each year for appointment. Of that ten, a minimum of five (5) will be selected to serve on the Faculty Recruiting Team. The faculty members' two most recent Performance Evaluations must be "Satisfactory" prior to being recommended.
2. In making its recommendation to the College, FUSA will make every reasonable effort to ensure ethnic, gender, campus and discipline diversity. The College, in selecting members for the Faculty Recruiting Team, will make every reasonable effort to ensure that the appointments reflect ethnic, gender and discipline diversity.
3. Up to five (5) members of the Faculty Recruiting Team will be selected by the Administration to accompany members of the Administration on recruiting trips, when such trips are scheduled during the course of the year. The expenses of faculty members traveling on the Faculty Recruiting Team will be reimbursed as provided by State law.
4. The Faculty Recruiting Team would serve as the screening committee. Faculty members on the Faculty Recruiting Team will serve in an advisory capacity to the members of the Administration on the recruiting trip. The College, when on a recruiting trip, attending a job fair, or other recruiting opportunity with a Faculty Recruiting Team, after receiving a recommendation from the representative of the Faculty Recruiting Team, can extend an offer to a prospective faculty member during or immediately following the interview process.
5. Members of the Faculty Recruiting Team will be trained in interviewing techniques by the College.
6. While serving as a member of the Faculty Recruiting Team, the faculty member will have the right to refuse to serve on the Campus Hiring Committee.
7. While on a recruiting trip, attending a job fair, or otherwise engaging in recruiting responsibilities for the College away from the College, faculty members assigned to the specific recruiting trip will be relieved from class time. It will be the responsibility of the College to provide coverage for the class(es) missed.
8. The College will select no more than five (5) faculty members to attend recruiting trips, job fairs, or other recruiting opportunities from members of the Faculty Recruiting Team. In making the selection, the College will attempt to ensure ethnic and gender diversity and will also attempt to have one or more representatives of the discipline, if a targeted discipline is to be interviewed for faculty vacancies.