

## HIRING PROCEDURES SUMMARY

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1. Positions are established by administration and job descriptions (when appropriate) are created and sent to MnSCU for approval when needed.
2. Full-time faculty vacancies or new positions are approved by administration after consultation with faculty via Shared Governance Council.
3. Human Resources prepares position descriptions and all required materials to have positions approved and posted. This process can be short or can take a month or more.
4. Screening Committees are formed as soon as possible after approval for positions has been given. ***The Provost will appoint the Chair.***
5. Screening Committees will be composed of representatives from the following groups. Responsibilities of the screening committee are defined later in this handbook.

### **Faculty Positions:**

Faculty Reps: 2-3                      AFSCME Rep: 1  
MAPE/MMA Rep: 1                      Student Rep: 1

Other: For technical faculty positions, someone from the program advisory committee may be asked to participate.

### **Staff Positions:**

AFSCME vacancy  
AFSCME : 2-3   MAPE/MMA: 1                      Faculty: 1                      Administrator: 1

### **MAPE/MMA vacancy**

MAPE/MMA: 2-3   AFSCME: 1                      Faculty: 1                      Administrator: 1

### **Administrators:**

Administrators: 2   Commissioners Plan: 1                      Faculty Reps: 2-3  
AFSCME: 1   MAPE/MMA: 1   Student Rep: 1

### **Community Rep: 1**

Committee Members are selected from volunteers identified by the union representative (Faculty Chapter President or Union steward)

1. Application materials will be accepted at the Human Resources office where staff will organize and certify completed files. Information obtained will be used to complete the applicant pool information for Affirmative Action purposes. The Human Resources staff will have the responsibility to communicate with applicants, semi-finalists, and finalists throughout the process.

2. Approval of the applicant pool and the semi-finalist (interviewees) pool will be the responsibility of the Affirmative Action Officer. The Affirmative Action Officer has the authority to add available and qualified individuals to the pool for diversity.
3. Screening Committees will convene to:
  1. Review advertisement and posting for the position;
  2. Develop timeline for process;
  3. Develop interview questions and demonstrations;
  4. Screen and determine semi-finalists;
  4. Interview;
  5. Assist in reference checking;
  6. Forward finalists to Provost.
4. UNRANKED finalists will be forwarded to the Provost. **A finalist is a candidate who would be acceptable to the screening committee to fill the vacancy. The Committee can declare a failed search if no candidates are acceptable to them.**
5. Upon receiving the finalists' names:
  - The Provost can choose to interview at this point if the candidate was not interviewed on the first visit.
  - If there is only one acceptable finalist due to the size of the pool and the result of the interviews, the finalist can be forwarded and the Provost has the discretion and authority to hire or not hire.
  - The Provost will consider and may accept or reject any finalists forwarded. The Provost may declare a failed search if no candidates are acceptable.
7. The Provost will make the final hiring decision.
8. Files of applicants and all screening materials, including committee notes, will be kept at the Human Resources Office for three years.