

FACULTY/STAFF RECRUITMENT AND APPOINTMENT POLICY

POLICY

Brunswick Community College is dedicated to hiring well-qualified faculty and staff members who are student-centered, qualified and capable of meeting the job expectations, as well as the mission and goals of the institution. This policy is to provide to existing employees and to all persons seeking employment, equal opportunity for recruitment and all benefits and privileges of employment and promotion without regard to race, sex, color, age, national origin, religion, political affiliation, veteran's status, disability or any other characteristic protected by Federal or State law. Brunswick Community College will comply with all State and Federal hiring and employment/labor law hiring guidelines.

PROCEDURES

These guidelines are used for full-time and part-time faculty and administrative positions. At the discretion of the College President, some of these procedural steps may not be followed. Examples may include internal promotions; a tentative state of employment; expected frequent turnover; urgency of the need to fill the position (ex. Adjunct instructors); or other circumstances.

The College President hires and terminates BCC employees without prior approval of the Board of Trustees except in the case of Vice President. The hiring manager, dean or Vice President must:

- Identify the open position
- Initiate or revise a specific job description for the position
- Determine if the position should be publicly advertised, open to in-house employees only or filled by presidential appointment.
- Complete the Request to Employ form (RTE), attach the job description and obtain the appropriate approvals.
- Once the RTE is received in HR, the proposed advertisement will be reviewed for accuracy.
- HR will run the vacancy announcement in the following without charge:
 - BCC website
 - All North Carolina community Colleges through the NC Community College System <https://www.neworks.gov/jobbanks/>.
 - The Employment Security Commission of North Carolina for inclusion in its state-wide job bank at: www.ncesc.com/individual/jobSearch/jobSearchmain.asp.
 - If the position is internal only, it will be sent campus wide via email only and posted for minimum of 7 days.
- Vacant positions may be advertised and filled in accordance with this section or may be filled through lateral transfer or promotion. Promotions and transfers of all employees will be



approved by the College President with recommendations from the appropriate Vice President and hiring managers and/or deans.

- Applicants applying for vacant positions shall complete the BCC application and provide other information requested in the vacancy notice. A separate application must be completed for each position for which a candidate applies. This information must be sent to the Human Resources Department.
- The Director of Human Resources (HR) will review all applications and send only those that meet the minimum published position requirements to the hiring supervisor.
- Applicants will be expected to possess at least the minimum advertised qualifications for education and experience. Applications that are incomplete will not be considered.
- If there is not a diverse pool of candidates, the position may be re-opened and re-advertised for two additional weeks, or longer if requested.
- HR will determine if diversity has been met in the pool of interviewees, and if the questions to be asked are fair and in accordance with employment law.
- Human Resources will contact the candidates to establish a time and date for the interview. Human Resources will complete a background check and reference checks of the recommended candidate(s) prior to extending a formal offer of employment.

Screening Committees

The use of screening committees is required for all full-time positions unless the position is being filled through lateral transfer or promotion. The screening committee will make every effort to ensure candidates are compatible with the College and its mission. If a screening committee is used, the committee will be composed of a diverse group of faculty and staff, usually numbering 2-4 members. Committee members and alternates if needed will be selected by the hiring manager but approved by the Vice President.

All committee members understand that interviews and succeeding discussions are confidential and should not be discussed by anyone on the committee outside the committee's meetings. Committee members must not communicate with any applicants regarding their status. Talking about candidates outside of committee deliberations is unprofessional and can create liability for the College.

The College President has the right to disband the search committee as well as terminate the candidate search.

If a screening committee is used, the hiring manager or Vice President will review applications and choose from among the qualified candidates those to be interviewed by the screening committee.

The hiring manager will compile questions for the interview. These questions must be job-related and non-discriminatory. The same questions will be used for each candidate interviewed. Human Resources will review the questions and ensure they are fair and in accordance with employment law. When hiring full-time faculty members, a mini-teach is required and the hiring manager will

select the topic area for the mini-teach and communicate that information to HR so the candidates can be notified in advance.

Human Resources will contact candidates, arrange and participate in interviews as schedules allow.

Upon completion of interviews, on behalf of the screening committee, the screening committee chair will submit to HR the Applicant Recommendation Form, indicating the names of one, or two, qualified candidates. In the event the committee does not achieve consensus, more than one candidate may be submitted. In the case of multiple candidates, the committee will provide a list of three strengths and three weaknesses for each candidate or any other pertinent information.

When hiring full-time faculty members, the Vice President of Academic and Student Affairs reserves the right to interview the lead candidate(s). After review of the screening committee's and/or the Vice President's recommendations, the College President may wish to interview the candidates. Human Resources will contact the candidates to establish a time and date for the interview. The President will notify the Director of Human Resources of approval or rejection of the candidates recommended. Human Resources will complete reference and background checks of the candidate before ~~upon~~ a formal offer of employment is made.

Employment Offers

The Director of Human Resources will notify the prospective employee of the intent to hire, specify the salary, establish an effective hiring date and confirm a formal orientation time. An offer letter and contract will be created by the Director of Human Resources. The Director of Human Resources will inform the Vice President of the result of the offer of employment as soon as the potential employee has indicated his/her decision.

- In the event that the primary candidate rejects the offer of employment, the offer will then be extended to the second qualified candidate. If the offer is not accepted by either candidate, the job may be reposted and the selection processes begin again.
- The Director of Human Resources will notify unsuccessful candidates, in writing, after the position has been filled.
- All faculty members (full and part-time) must have appropriate credentials as stipulated by the BCC Faculty Credentials Policy which mirror the faculty credentials guidelines established by the Southern Association of Colleges and Schools (SACSCOC). In order to verify credentials at the time of hire, it is the responsibility of the hiring manager to ensure the Faculty Credential Approval Form is submitted with attached unofficial or official transcript(s) from educational institutions previously attended by the candidate. All official transcripts must be obtained within the first 30 days of employment. If these documents cannot be produced within the allotted time, the employee's contract will be null and void. All such documents should be sent to Human Resources to be kept in the employee's personnel file.

- By statute, some duties assigned to positions may be performed only by persons who are duly licensed, registered or certified as required by the relevant law or regulation. All such requirements and restrictions are specified in the statement of essential qualifications or recruitment standards for such positions. Only applicants who possess the required credentials will be considered for these positions.

If feasible, new full-time employees' first day of work will be between the first and the 15th of the month.

Adjunct Faculty - Recruitment, Selection, and Employment Procedures

Adjunct faculty are hired on a per course/per semester basis. They are employed under a BCC "Agreement of Employment" and work under the supervision of a Lead Instructor, Program Director, Chair, or Dean. These supervisors, in cooperation with the Director of Human Resources, are responsible for recruiting and hiring adjunct faculty. The supervisors are also responsible for providing appropriate orientation and performance appraisal for instructors.

- When a vacancy occurs for an adjunct instructor, the supervisor may interview candidates who are currently teaching part-time at the College, contact candidates whose applications are on file at the College, or complete a Request to Employ form and send to Human Resources to advertise the vacancy.
- Applicants must meet all credential requirements for faculty as outlined in the BCC Faculty Credentials Policy. They are required to submit an official BCC application, a resume, and copies of transcripts documenting their College degree or diploma work, including appropriate certificates, licenses, records of specialized training, and proof of work experience.
- Deans/Chairs will interview the candidates who are best qualified for the teaching assignment. Supervisors are responsible for evaluating candidates' qualifications for the job, considering their academic and professional preparation, teaching experience, references, proficiency in oral and written communication, and other matters relevant to the teaching assignment. Supervisors will notify unsuccessful candidates.
- Hiring approval is submitted to the Vice President via the Faculty Action Form. In order to verify credentials at the time of hire, it is the responsibility of the hiring manager to ensure the Faculty Credential Approval Form is submitted with attached unofficial or official transcript(s) from educational institutions previously attended by the candidate.
- Following the approval of the appropriate Vice President, Directors/Deans/Chairs extend job offers to prospective instructors, explain the conditions of employment, and prepare and review with the selected instructor a BCC "Agreement of Employment," which new adjuncts sign and return to the hiring supervisor.
- Directors/Deans/Chairs will attempt to forward each "Agreement of Employment" to the Vice President for Academic Services & Student Affairs and the President for their final approval

at least 10 days before the instructor starts his or her teaching assignment. Normally, such approval must be obtained before the instructor's first class meeting.

- Deans, with the help of the VP of Academic Services Administrative Assistant, are responsible for insuring the proper completed new hire paperwork is forwarded to Human Resources before the employee's first day of work.
- New instructors must provide official transcripts to the College within 30 days of their hire date. These documents should be sent to the attention of Human Resources.
- Directors/Deans/Chairs will provide each new adjunct hire with an orientation to teaching at BCC and provide training on College policies and resources.

Unsolicited Applications

The unsolicited resumes and application of applicants seeking employment will be documented in Human Resource Recruiting database and maintained for six months. Individuals interested in employment with BCC are encouraged to visit the website at: www.brunswickcc.edu/employment

Probationary Period of Employment

All faculty, part-time and full-time staff will serve a 90 day probationary period of employment. Adjunct instructors will serve a probationary period of one semester or at the end of their assigned course. At any time during this period, probationary employees may have their contract terminated without a hearing if they, in the opinion of their superior, are not performing the assigned tasks satisfactorily, provided that such dismissal of full-time employees is approved by the College President.

Background Check

All faculty, full-time and *part-time* employees will be checked for any criminal record prior to start date. Criminal convictions are not an absolute bar to employment, but may be considered only in relation to specific job requirements. These reports may contain information regarding criminal history, credit history, motor vehicle records ("driving records"), and verification of education or employment history or other background checks. All employees hired, not just those limited to involving fiscal accountability or access to sensitive/confidential information, will be required to provide authorization to conduct a criminal background check and will be checked for any criminal record.

Employee Orientation

Normally, each full-time and part-time employee will be oriented during or before his/her first day on the job. The process includes, but is not limited to, the following:

- Completion of any and all paperwork required to complete his/her personnel file.
- Completion of all human resources and payroll forms. Completion of safety procedures and risk management.
- Review of certain policies and procedures (benefits, leave, etc.).



Human Resources is responsible for conducting the orientation. The new employee's supervisor is responsible for ensuring that the employee reports to the Human Resources office for orientation during the first day on the job.

Approved by the Brunswick Community College Board of Trustees
October 19, 2017