

DSCC Employment and Search Committee Procedure

I. Purpose

The Employment and Search Committee Procedure is intended to assist in the search and hiring processes for Dyersburg State Community College (DSCC). It will also help to ensure that the College's interests are served by hiring and retaining the most qualified candidates and to protect the integrity of the search process for both the candidates and the institution.

II. Scope

Diversity and inclusion are vital to the present and future of the higher education workforce. DSCC believes a diverse workforce is a critical component of inclusive higher education communities. We believe a diverse workforce deserves an inclusive academic workplace. To that end, DSCC works to ensure we are a site of belonging, where all faculty and staff can thrive.

Dyersburg State Community College, an AA/EEO employer, does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

III. Procedure

I. Recruitment Process

Careful recruitment planning and execution can assist in hiring candidates who are qualified and wellmatched for the positions. Therefore, it is worth the effort to perform each search carefully.

When a vacancy occurs, the hiring authority and Human Resources work in conjunction to review/revise the position description as applicable, post the vacant position, and advertise the position. The hiring authority is defined as the immediate supervisor of the vacant position. At DSCC, the hiring authority is typically a Coordinator, Director, Dean, or Vice President.

It is the responsibility of the hiring authority to provide the following:

1. Resignation/Retirement Letter
2. Changes to position description
3. Employment Requisition which includes naming the search committee chair and members. Providing justification for filling the vacancy is part of the position requisition form. (See Search Committee Process for more information)

Human Resources will then complete the following for the requisition/posting:

1. Route position requisition for approvals
2. Initiate requisition/create job advertisement.
3. Post on DSCC website
4. Advertise in diverse locations

In order to comply with TBR Policies 5:01:00:00 and 5:01:02:00, and TBR Guideline P-010, the requisition/posting must be posted for the following length of time:

- 14 calendar days for Clerical/Support, Adjunct Faculty and Temporary Part-Time Positions
- 30 calendar days for Administrative/Professional, Faculty and Executive Positions

Human Resources will advertise on a variety of sites and in a variety of publications to generate a diverse pool of applicants. The hiring authority is encouraged to provide additional advertising avenues specific to the position. Every effort will be made to consider academic calendar when hiring faculty to ensure the broadest possible applicant pool.

The Affirmative Action Officer will review the composition of the pool to certify a diverse pool of applicants and will monitor the overall Affirmative Action policy for the College.

New Position: When a new position has been requested and approved in the budget, the hiring authority and Human Resources will work together to create the position description, post the new position, and advertise the position.

Temporary position vacancies: Temporary staff, faculty and adjunct are not subject to the search committee process, vacancies must be posted within the online application system and Department/Division Heads are responsible for ensuring that all appointments are based on job related factors assessed through a competitive, fair, and open process. An employee who has worked as temporary staff for the maximum time of one (1) calendar year must be completely separated and off the payroll for fourteen (14) calendar days before becoming eligible for re-employment in a temporary position pursuant to Tennessee Board of Regents Policy 5:01:01:00 and P-010. Temporary faculty and adjunct employees are employed subject to Tennessee Board of Regents Policy 5:02:07:00.

II. Search Committee Process

Dyersburg State Community College has adopted a practice that requires the formation of search committees to screen, interview, and recommend qualified applicants to fill open positions within the College.

The search committee acts in an advisory capacity to the hiring authority. The hiring authority receives input from the search committee and recommends the final selection to the Vice President, who recommends to the President for final approval.

Search committees must be composed of at least five or more members for Administrative/Professional, Faculty, and Executive positions.

It is recommended that search committees for Clerical/Support positions are composed of three or more members.

Choosing Search Committee Members

The search committee should be composed of individuals who have a vested interest in and/or direct knowledge of the position and who represent the diverse population the College employs and serves. Collectively, persons with a wide variety of experiences, backgrounds, circumstances and departments offer the committee a broader base of knowledge and a holistic perspective that is critical in appointing an inclusive body of faculty and staff.

- A member of Human Resources will serve on each search committee.
- A minimum of one employee from a different department/academic division is required.
- Together, committee members should reflect the diversity of the College's employees and students. A diverse search committee may include persons from differing races, ethnic or national origins, sexes, etc. and should encompass a range of persons that is representative of the College's population as a whole.

Committee members must remain professional and objective, maintain confidentiality, and exhibit ethical conduct.

Committee members may not serve on search committees that create a potential conflict of interest. For example, if a committee member has a relative that applies for the position, the committee member will need to request to be replaced on the committee. Or, if a committee member's current supervisor is an applicant for the position, the committee member may request to be replaced on the committee.

Potential search committee members will be submitted on the position requisition which requires the approval of the Human Resources Director and the President.

Once the search committee members are approved, the Human Resources Director will charge the committee with the guidelines and search procedures.

Role of the Search Committee Chair (may be the hiring authority or someone delegated by the hiring authority)

- Assist hiring authority with selection of search committee members. Serve as liaison between the search committee and hiring authority, if different.
- Facilitate all communications and meetings of the search committee and ensure the hiring process moves forward in a timely and efficient manner.
- Consult with hiring authority and search committee members to compile interview questions and applicants for interview submit to Human

Resources for review and approval.

- Oversee scheduling of interviews once candidates are selected by search committee. Human Resources will assist with scheduling interviews as their availability allows.
- Guide the search committee in the evaluation of applicants in order to assist the hiring authority with a final selection. Human Resources will provide a rubric to aid in the evaluation of applicant.
- Confirm the final selection with the hiring authority and make certain the following items are completed and submitted to the Office of Human Resources.
 - a. Background check release form
 - b. Disposition spreadsheet (required for all except pool postings)
 - c. Interview notes from all search committee members
 - d. Summary of strengths and weaknesses of each candidate interviewed.

Role of the Search Committee Members (including the Search Chair)

- Remain professional and objective, maintain confidentiality, and exhibit ethical conduct.
- Review and evaluate application material for each candidate in terms of required and preferred qualifications listed in the job posting.
- Select the candidates to interview once the position has been posted the required number of days.
- Participate in interviews and complete interview notes for each candidate interviewed.
- Provide feedback in the evaluation of applicants in order to assist the hiring authority with a final selection.

Role of social media in the Search Process

- To ensure every search is fair, consistent, and non-discriminatory, the College strongly discourages all members of the search committee, including the search chair, from using social media to screen, evaluate, or qualify/disqualify candidates at any stage in the search to avoid intentionally or unintentionally obtaining information about candidates that would be otherwise illegal to ask during an actual interview for employment.
- Search committee members will not discuss during the search committee meetings any information they may discover on social media outlets or through internet searches of candidates to qualify or disqualify someone from a position, regardless of whether they discover information accidentally or purposefully.
- Reference checks will be conducted on all successful candidates prior to offering a position. The job offer will be made contingent on the criminal background check results.

Request for Exception to the Search Committee Process

The established search practices of DSCC are designed to meet all applicable federal and state laws and regulations regarding equal employment opportunity. They are also designed to assist in ensuring a fair and equitable process that will strengthen the College's commitment to diversity and inclusion. Deviations from these practices are, therefore, considered to be an exception.

There are special circumstances which allow for an appointment rather than conducting an external search. With appropriate justification, exceptions to these practices may be made for the following reasons:

1. Interim Appointments - Position is a limited interim appointment up to twelve (12) months. The College's established search process should happen concurrently with the interim appointment. The interim appointee may apply for the regular appointment.
2. Existing Diverse Pool - A search was conducted for the same job title and qualifications within the last ninety (90) days. The search, therefore, generated a sufficient pool of applicants.
3. Direct Line of Promotion - The position is in the direct line of promotion and is the expected next level for an internal candidate who is uniquely qualified. The promotion must leave a position vacant which will then be subject to an external search.

III. Application Process

The College has established hiring processes to ensure the College employs qualified candidates and maintains employment practices that neither intentionally nor inadvertently discriminate on the basis of unlawful consideration.

All applicants, both external and internal, are required to apply through the online applicant system and attach any required documents in order to be considered for positions at DSCC.

The applicant is required to certify that all information contained in the application is correct. Falsification of the application constitutes grounds for refusing to hire or for discharge if the applicant is hired. Falsification of academic credentials is a Class A misdemeanor.

An Affirmative Action survey is included within the online application. Completion of this portion of the application is voluntary. This information is used for statistical reporting and does not circulate through the screening process with the applicant's materials.

The search committee is given access to the online pool of applicants. It is the search committee's responsibility to review the applicant pool and screen for minimum and preferred qualifications. The Affirmative Action Officer will review the composition of the pool to certify a diverse pool of applicants and monitors the overall Affirmative Action policy for the College.

IV. Interview Process

The purpose of an interview is to gather information about the applicant, present a description of the position, ensure a fair selection process, establish adequate records for justification purposes, and determine whether a candidate would succeed in the position.

DSCC adheres to a structured interview plan in which the same standard set of interview questions shall be asked of each applicant. Interview questions must be submitted to Human Resources for approval prior to the interviews.

After review of minimum and preferred qualifications, the search committee selects the applicants to interview. There is no specific number of applicants that must be interviewed as the number of candidates to be interviewed depends on the size of the qualified applicant pool. However, fair consideration to all qualified applicants must be given to guarantee an unbiased and nondiscriminatory search process.

Certain positions, typically executive level appointments, require TBR approval of selected applicants before the interviews may begin.

The search committee chair or Human Resources will schedule interviews. In some cases, the search committee may want to conduct telephone or video conferencing interviews prior to conducting in-person interviews. This can be especially helpful if there are a number of qualified individuals in the applicant pool.

All interview notes and documentation must be submitted to the Office of Human Resources once a candidate has been hired.

The interview should be concluded by explaining the next steps in the process, which may include background checks, professional reference checks, a possible second interview, and a timeframe for the interview and selection process.

The search committee should provide feedback to the hiring authority to assist with a final selection. The hiring authority and appropriate Vice President will meet with the President prior to final selection.

V. Selection Process

Candidates must be selected based on the qualifications listed in the requisition/posting.

Once the hiring authority has made a final selection, the following items must be submitted to the Office of Human Resources:

1. Background check release form
2. Disposition spreadsheet (required for all except pool postings)
3. Interview notes from all search committee members

It is the responsibility of the search chair to submit the disposition spreadsheet to the Human Resources Office in a timely manner. This will allow them to

disposition the applicants which generates an automated e-mail notifying them the position has been filled.

Human Resources will complete the following:

1. Submit background check
2. Obtain three professional reference checks
3. Update status in the applicant tracking software
4. Obtain approvals for full-time positions
5. Prepare work experience certification for full-time positions

Certain positions, typically executive level appointments, require TBR approval of final selection before the official offer can be made.

Once the above items are complete, Human Resources will make the official offer to the candidate of choice. Once the official offer has been accepted, Human Resources will notify the search committee, hiring manager, Vice President and President that the offer was accepted and the tentative start date for the new employee. The hiring manager will submit a Personnel Action Form (PAF) for all permanent positions, obtain signatures from the department head applicable Vice President, and President. The hiring manager prepares all contracts for temporary employees. The hiring authority will submit the following to the Office of Human Resources:

1. Faculty Credentials for faculty and adjunct faculty
2. Certification of Proficiency in Spoken English for faculty and adjunct faculty

Once paperwork has been processed, the Office of Human Resources will contact the new employee regarding new hire paperwork. For full-time positions, orientation is typically scheduled for the first week of employment. New hire orientation acquaints the employee with the College's policies, procedures, and benefits.

Official transcripts must be submitted directly to the Office of Human Resources from the institution(s) within 30 calendar days of hire. Transcripts identified as "student copy" or "issued to student" are not considered official. Failure to provide proof of educational requirements within 30 calendar days of hire may be considered sufficient cause for dismissal.

Human Resources will close the position posting in the applicant tracking system and will notify each applicant the position has been filled.

VI. Conclusion

The search and hiring process is crucial to the success of Dyersburg State Community College. Participation and commitment to the process will ensure the College is hiring and retaining the most qualified candidates.

VII. Compliance

The Director of Human Resources is responsible for ensuring all search committees comply with this procedure.

TBR Policy Reference: 5:01:00:00; 5:01:02:00; P-010

VIII. Definitions

None.

IX. Revision History

Procedure written by Human Resource Director January 2022 to replace Hiring Process Policy.

Procedure reviewed by Cabinet March 2022.

Procedure approved by Administrative Council April 28, 2022.

Procedure approved by Administrative Council on September 26, 2024.