

## EMPLOYMENT OF PERSONNEL

Temple College is committed to taking positive steps to create a workforce that reflects the diversity of our service area. All applicants shall be considered for hire, promotion, or transfer without regard to race, sex, disability, color, age, religion, national origin, sexual orientation, gender identity, or veteran status. Temple College is an Equal Employment Opportunity Employer and Affirmative Action Employer.

To assure equal opportunity to any person interested in employment opportunities at the College, the following internal and external recruiting and employment practices will be applied when a vacancy occurs:

1. The regular, full or part-time vacated position must be a budgeted position. Part-time faculty positions are approved by the Vice President, Educational Services.
2. The department chair or supervisor must first contact the appropriate vice president (VP) to begin the employment process. The VP will present the vacancy to Executive Cabinet for approval. If approved, the process to hire will begin. If denied, the department chair or supervisor will receive feedback why it has been denied and may make any adjustments or follow any recommendations received from the Executive Cabinet.
3. The process begins with the chair/supervisor contacting and informing Human Resources (HR) informing HR of the vacancy and approval from the appropriate VP to initiate the hire. The Job description along with information on accessing and developing the position will be sent to the chair/supervisor from HR. HR will forward the classification information to the department chair or supervisor. The department chair or supervisor will fill out, electronically sign, and acquire appropriate electronic signatures within the PeopleAdmin system to initiate the posting process.

The completed information along with the names of the committee members (if known), the finalized job description, interview questions, departmental preferences, and supplemental questions will be entered into the PeopleAdmin system ~~and~~ then forwarded in hard copy format to the HR office. The HR office will check to determine the integrity of the information submitted and will notify the office should any discrepancies appear. After this has been accomplished, posting of the position will be initiated.

4. An advertisement will be created from the job description, listing the minimum qualifications for the position, preferences, pay level, and application procedures. The advertisement will be sent to the local media, listed within the Temple College HR PeopleAdmin website, and to other online sources the college utilizes. The vacancy announcement will also be sent via e-mail to all Temple College employees listed within the employee listserv. All inquiries

from applicants regarding any open position should be directed to the HR Office.

5. Online applications will be accepted for positions that are advertised in the Temple College PeopleAdmin website. Any application or resume submitted to HR or any other department by hard copy or e-mail will be returned and the applicant will be asked to apply to the position in the Temple College PeopleAdmin website.

Since part-time faculty positions are filled on an as needed or “continuous” basis, applications will be accepted daily via the PeopleAdmin software.

6. All applications received that meet the minimum requirements for the position and have all accompanying materials listed in the vacancy announcement will be viewable in the PeopleAdmin software by the requesting office, committee chair, and committee members.
7. All approvals with appropriate electronic signatures must be completed via the PeopleAdmin software before an offer of employment is made to the applicant. A salary calculation must be created before an offer of employment is made to the applicant. Salary calculations are created in the HR office. If any of the required documentation is not submitted via the PeopleAdmin software, it will be returned to the requesting office. See the attached chart located at the end of this section which lists required documentation.

Official copies of transcripts are to be delivered from the conferring institution(s) to the HR office if the applicant did not include them with the original application. Transcripts that are stamped “Issued to Student” will not be accepted.

Board approval is required for the appointment of full time and part time faculty, administrators, and administrative staff. The college president is the final authority approving non-exempt classified staff, tutors, grant personnel, sign language interpreters, and student worker appointments.

Documentation Required										
	Full Time Faculty	Part-time Faculty	Full-time Professional Staff	Part-time Professional Staff	Full-time Non-Exempt (Classified) Staff	Part-time Non-Exempt (Classified) Staff	Tutors	Grant	CE	Sign Language Interpreters
Requires Board of Trustees Approval	XX	XX	XX	XX						
Completed and Electronically Signed Vacancy Announcement	XX	XX	XX	XX	XX	XX	XX	XX	XX	
Supervisor Summary-Intent to Hire	XX	XX	XX	XX	XX	XX	XX	XX	XX	
Application	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
Applicant Cover Letter	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
Resume/Vitae	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
Applicant's Official Transcripts	XX	XX	XX	XX	XX	XX	IF APPLICABLE	IF APPLICABLE		
Letter of Recommendation	If Required in Vacancy Announcement	If Required in Vacancy Announcement	If Required in Vacancy Announcement	If Required in Vacancy Announcement	If Required in Vacancy Announcement	If Required in Vacancy Announcement		If Required in Vacancy Announcement		
Salary calculation	XX	PT Salary based upon conferred degree	XX	XX	XX	XX	XX	XX	XX	XX
Reference Checks	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX

All approvals with appropriate signatures must be completed before an offer of employment is made to the applicant

8. A Personnel Action Notice form for part-time faculty is required if there has been a break in service of one year or more; however, it does not have to be presented to the Board of Trustees for approval since the part-time faculty member has been previously approved by the Board of Trustees.

## The Search Committee

The search committee is formed from a diverse group of individuals i.e., staff, faculty, ethnicity, and male or female for the purpose of assisting the department chair or supervisor in screening candidates for a posted position. The search committee provides for consistency in reviewing each candidate and benefits from multiple perspectives.

Search committees consisting of a minimum of three members will be chosen from faculty and staff and will be formed for hiring all full-time Faculty and professional staff positions and as well as for regular part-time professional staff positions. The department chair or supervisor will form a search committee from their respective department when hiring non-exempt (classified) staff members.

**Department Chair or Supervisor** - Ensures the process is consistent with Temple College policy and procedures; selects a diverse group of committee members from faculty and/or staff; creates a matrix and/or creates supplemental questions; ensures committee members are aware of the job description, applications, and interview questions in the Temple College PeopleAdmin software prior to the interviews; monitors the committee's progress; provides all relevant information and answers all questions posed by the committee before

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the interviews. The department chair or supervisor coordinates information with Human Resources for the job requirements, the job description, and preferences prior to the position being posted.

**Members** - Commit time to study the candidate's files, fully participate in the hiring activities, and meet deadlines.

**Compliance with State and Federal Law** - To ensure compliance with the various state and federal laws, selection procedures such as a matrix or matrices, supplemental questions, interview questions, and reference check questions must be submitted by the department chair or supervisor to the appropriate HR representative and approved by the HR representative prior to conducting any of these procedures. A representative from the Human Resources office, who will act as an observer and ensures the process maintains compliance with all applicable laws, will be included on hiring committees for full-time faculty and professional staff and for regular part-time professional staff.

**Interviews** – When initial screening is complete and final applicants are selected, the department chair or supervisor will arrange a time, date, and place for interviews. If the applicant lives out of the area and cannot be physically present, The department chair or supervisor must first make every effort to secure an interview through a web interactive process.

### **Employee Lateral Transfer**

Employees will not be transferred if there are no vacant positions available. The position must be vacant, the employee is within the same classification as the position being vacated, and the employee must meet the minimum requirements of the position. The employee must have written approval of the appropriate supervisor or department chair from the department in which the employee is seeking the transfer and the written approval of the appropriate supervisor or department chair from which the employee is seeking to transfer. All transfers must be approved by the College President.

### **Temporary, Emergency Hire**

Emergency situations which require the immediate naming of a replacement (e.g., a class which has lost its teacher and must have an immediate replacement) should be handled on a "temporary appointment basis" only, and filling the vacancy must subsequently be done in accordance with the regular advertising/selection process.

### **Out of Area Reimbursement**

Applicants who live outside of a 200 mile radius from the Temple College main campus may be reimbursed for travel expenses up to \$200.00 with prior approval from the appropriate vice president after all efforts have been made to conduct the interview using electronic means. Applicants must request reimbursement and must provide receipts to be eligible for reimbursement.

## **Relocation Expense**

An applicant who is hired and lives within a 250 mile radius from Temple College will not receive a reimbursement for relocation expenses. An applicant who is hired and lives outside of the 250 mile radius from Temple College will be reimbursed up to \$250.00.

## **Post-Hire Background Checks**

Applicants selected for hire will undergo post-hire checks as appropriate to the position, which may include background, reference, criminal history, credit, or other checks.