SUBJECT: Recruitment and Selection of Faculty and APT Personnel

A. References:
   2. Section 304-11 HRS, Faculty.
   3. Section 9-1-1 BORP, General Appointments.
   4. Section 1-5 BORP, Non-Discrimination and Affirmative Action.

B. Background and Purposes:

To ensure compliance and procedural consistency with appropriate rules, laws, regulations and procedures within the community colleges regarding recruitment and selection of faculty and APT employees.

C. Responsibilities:

1. Chancellor for Community Colleges
   a. Institutes campus-wide policies and procedures to supplement AP A9.540.
   b. Ensures all appointment recommendations have been reviewed for conformance to applicable procedures and policies, and are supported by sound personnel practices.
   c. Approves of all appointments to faculty and APT positions.

2. Provosts (and other equivalent community college executives).
   a. Reviews and approves of all advertisements for compliance to applicable policies, statutes, rules and regulations.
   b. Recommends to the Chancellor all appointments of faculty and APT. Ensures that recruitment, interview and appointment procedures, rules, policies and regulations have been followed.

D. Recruitment/Selection Procedures (Attachment 1)
E. Recisions

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Chancellor for Community Colleges
ATTACHMENT 1
Exhibit A

RECRUITMENT AND SELECTION PROCEDURES

I. RECRUITMENT PROCEDURES

A. Using the campus Affirmative Action Plan, the campus EEO/AA coordinator will determine if underutilization is present where the vacancy occurs.

B. The attached list of women, minorities and special interest groups receive the UH Bulletin Vacancy announcements on a weekly basis. (Attachment A). However, the campus EEO/AA coordinator shall determine if any additional affirmative recruitment or strategies are necessary based on campus underutilization.

The following may be used:

1. Specifying longer than the 16 work day recruitment period.

2. Readvertising if the applicant pool does not have a reasonable number of applicants from the underutilized group.

3. Including women and minorities on the committee for screening and interviewing.

4. Seeking nominations from organizations representing underutilized groups such as the Association of Women in Science.

5. Contacting former applicants from underutilized groups to reapply for vacancies.

6. Encouraging women and minorities in junior-level Apr positions to apply for higher-level APT positions.

II. VACANCY ANNOUNCEMENT PROCEDURES

A. Recruiting Sources

1. Position vacancies, except as outlined in item E, must be listed in the University Bulletin at least fifteen (15) working days prior to the closing date for receipt of applications.

2. In addition to the listing in the University Bulletin, the following shall be advertised in a newspaper of general circulation within the state.
a. Faculty positions

b. APT positions for which it is expected that hiring may occur from outside the University APT resources.

3. National Advertising

a. The following positions may be advertised nationally in appropriate professional journals or other suitable publications:

1) Faculty positions if statewide recruitment fails to provide qualified candidates or if an insufficient pool is anticipated.

2) APT personnel requiring highly specialized technical and scientific skills and knowledge as determined by the Chancellor for Community Colleges.

B. All advertisements in the various recruiting sources must have the same closing dates. If extensions or readvertisements are made, similar changes must be made in all recruiting sources.

C. Filling of established positions:

1. Announcements to fill established positions are to be prepared in the format shown in Exhibit B.

   a. Campuses are to route announcements to the Chancellor's Office. (Exhibit C)

   b. The Chancellor's Office will review and forward the advertisements to the Office of University Relations for publication.

2. Established APT positions with changes in duties and responsibilities must be routed via the Chancellor's Office to the University Personnel Management Office for classification review under procedures established in Administrative Procedure A9.210, Procedures for the Maintenance of the APT Classification and Pay System. After action is taken, the documents will be returned to the Chancellor's Office for dissemination to the campus. Advertising may then take place in accordance with item C.1. above.

D. Filling of new positions:
1. Faculty-positions for which clearance has not been obtained may be listed in advance of SF-1 clearance provided a statement is included indicating the position is "subject to approval."

2. APT-Requests to establish and fill new APT positions must be routed via the Chancellor's office to the University Personnel Management Office for classification review under the procedures established in Administrative Procedure A9.210, Procedures for the Maintenance of the APT Classification and Pay System. After review and action, the document will be returned to the Chancellor's Office for dissemination to the campus. Advertising may then take place in accordance with item C.1. above.

E. Exceptions to the vacancy announcements and advertising procedures may be made as follows:

1. Bonafide Visiting Faculty who have return rights to their home institution or place of employment may be appointed without the necessity of public listing or advertising. However, candidates for such appointment should be solicited from appropriate institutions/agencies and the selection should be made from among viable candidates using the same criteria and procedures as in making regular appointments. Visiting faculty shall not be subsequently appointed to positions except after appropriate advertising and consideration of a broader applicant pool.

2. An individual may be recalled (rehired), at the same rank and title, to fill his/her former position if the position was vacated due to lack of funds or other legitimate reasons.

3. A faculty member who is reassigned to another faculty position within his/her locus of tenure.

4. An individual in an excluded position may be reassigned to a lateral or lower level position due to operational necessity as determined by the President or an individual may be reassigned to an available vacant position under the "return" rights provision of a collective bargaining contract or University policy.

5. Temporary appointments for one semester only may be made without advertising due to emergency situations, such as a last-minute resignation by an Instructor. In such cases, lecturers must not be available and overload of other Instructors not feasible. Requests to make such appointments must first
be approved by the Chancellor.

III. SELECTION PROCEDURES

A. All applications are to be received by the individual or office specified in the vacancy announcements.

B. All applications received during the open recruitment period must be considered. Applications postmarked or date stamped by the receiving office by the closing date are considered to have met the filing deadline. If applications beyond the deadline are to be considered, the position must be advertised in at least the same publications in which it was originally announced.

C. Selection priorities for the filling of APT positions are contained in the collective bargaining contract.

D. Development of an Evaluation Sheet is recommended for each applicant (Exhibit D). The minimum qualifications (MQ's) and the additional desirable qualifications (DQ's) listed in the advertisements should be listed in the evaluation sheet and used as a checklist in screening the applicants. If any MQ is not met, no further consideration need be given the applicant.

E. Development of Interview questions is also recommended. The interview questions should be job-related, developed prior to any interview, and used as a checklist in screening applicants. Other questions which arise as a result of the interview may also be asked.

The Pre-employment Inquiry Guide of the Hawaii Employment Practices law (Exhibit E) should be brought to the attention of the interviewing committee/person. It is strongly recommended that the campus EEO/AA coordinator be actively involved in the development of the questions to be asked, and to also assist the interview committee/person throughout the interview and screening process. Exhibit F provides a checklist for the EEO/AA coordinator to review to ensure compliance.

F. Interviewing top applicants:

1. Faculty positions- it is suggested that at least the top five -(5) candidates be interviewed.

2. APT positions- Priority applicants should be interviewed unless it is clear that they db not meet the minimum qualifications. If there is any doubt, it is best
to interview the applicant and seek clarifying information to determine qualifiability. If no priority 1, 2 or 3 applicant has applied for the position or none has met minimum qualifications, then at least the top five (5) non-priority applicants may be interviewed. Non-selection of a priority APT applicant must receive approval by the Chancellor prior to the appointment of a non-priority applicant.

3. The entire screening/interview/selection process is confidential and shall not be discussed with any of the applicants or with anyone outside the process. (Exhibit G)

G. Complete Form 17 (Exhibit H). The Form 17 is required for faculty and APT (as well as Executive/Managerial) positions. Form 17 is reviewed and filed in the Office of the Chancellor for Community Colleges.

IV. APPOINTMENT PROCEDURES--Refer to Administrative Procedures A9.570.

V. RECORDS MAINTENANCE

A. Documents relating to affirmative action programs shall be retained and available for inspection for at least three (3) years by the campus. These documents include:

1. A copy of each position advertisement;
2. A copy of each letter soliciting applications;
3. All applications submitted for the advertised position;
4. Selection evaluation sheets;
5. List of the interview questions and rating sheets used;
6. Copy of Form 17;
7. Copies of any correspondence relative to the position.