



## **Search and Hiring Policies and Procedures**

**Original Policies and Procedures located in the Faculty & Staff Handbooks**

[www.eosc.edu](http://www.eosc.edu)

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Eastern Oklahoma State College strives to be compliant with all state and federal hiring regulations, laws and policies

## **14.052 – Search and Hiring Policy and Procedures**

Eastern Oklahoma State College strives to be compliant with all state and federal hiring laws and regulations.

All applicant information including names, applicants, any information shared during the interview by written notice or verbal communication shall remain confidential.

Each member of the interview committee must sign a Hiring Committee Confidentiality Agreement prior to receiving or accessing any applicant information to ensure the privacy and integrity of the selection process.

### **Hire of Professional Staff and Administrators**

#### **Appointment of the President**

The Board of Regents shall appoint the President.

#### **Appointment of Other Employees**

The President and Vice Presidents shall appoint all other employees of the College.

Department supervisor declares a position has become available through retirement, resignation or termination.

The supervisor communicates with the department Vice President to determine if the position will be filled.

If it is determined that the position is to be filled, the supervisor contacts Human Resources to update the job description (if needed). Human Resources will send Hire and Interview information to the supervisor.

Human Resources will then initiate recruitment measures. All open positions, with the exception of those on an emergency hire basis, will be posted on the website no less than 3 days. Outside recruitment may also be initiated by including, but not limited to Eastern social media pages, Internet postings, Newspaper postings or paid job listing websites.

Human Resources will collect all applications received and forward them to the supervisor.

The supervisor will develop a minimum of a three (3) person hiring committee. (Larger committees may be developed depending on the position.) The supervisor may appoint themselves or another team member as a committee chair. The supervisor may choose to be a voting or nonvoting member. The supervisor will forward the committee member's information to the Director of Human Resources.

The members of the committee will determine which applicants to invite for an interview, confer with the committee on available interview dates and times, and contact each applicant.

The committee will develop a hiring instrument (if needed, the Director of Human Resources can assist with this process). Once the interview process has been completed, ALL original scoring instruments are given to the Director of Human Resources.

Recommendation to hire a candidate comes from the supervisor to the Vice President and/or President and Director of Human Resources.

If President/Vice President approves the recommendation, the supervisor will communicate with the Vice President of Business Affairs and the President to determine the proposed salary amount.

The supervisor will contact the top applicant/candidate with an unofficial offer. If the candidate unofficially accepts, the Director of Human Resources will be notified so a background check may be initiated.

If the background check comes back approved, the supervisor will then make an official offer.

If the candidate accepts, the supervisor will inform Human Resources who will then contact the new employee to discuss issues relevant to the orientation and new hire process.

The Director of Human Resources will send letters or emails to all other applications in the pool to indicate that the position has been filled.

If the candidate rejects the official offer of employment the supervisor will confer with the Vice President and/or President to determine whether to continue, re-open or close the search.

The emergency hire process is designed to permit the hiring of individuals on an emergency temporary basis without the immediate completion of a competitive search. The individual selected must meet the minimum hiring qualifications of the position and final approval for the emergency hire will be given by the President to the Vice President of the department.

## **Faculty Appointments**

### **Appointment of Faculty**

The president shall appoint all faculty and when necessary, initiate termination proceedings in accordance with the Eastern Board of Regents policies.

### **Search and Hire Process**

The Vice President of Academic Affairs approves position descriptions, authorizes search and notifies the Director of Human Resources.

The Vice President of Academic Affairs and the appropriate Division Dean or Department Chair develop a job description and coordinate internal and external advertising according to College

policies. The breadth of advertisement for positions depends on the nature and level of the position in the organizational structure.

All applicants complete an Eastern application for employment. Official transcripts from any institutions of higher learning attended must also be provided before the search is complete. If licenses and certifications are also required, copies of these must be presented.

Applications and related materials are sent to the Human Resources Office or other office designated by the President. Copies of the materials are distributed to the Vice President for Academic Affairs and to members of the search committee.

### **Appointment of Search Committee**

The Vice President of Academic Affairs or President will appoint a search committee and name its chair. The search committee will review applicant files and contact references as necessary to narrow the pool to those who appear most qualified and best suited for the position.

### **Interview**

The Vice President for Academic Affairs, in coordination with the committee chair, will make logistic arrangements for interviews and function with the search committee chair as campus hosts. The college will pay full or partial travel costs as determined by the President. The interview schedule should involve at least the following:

President, Vice President of Academic Affairs, McAlester Dean, \* and search committee. \*Not necessary for Agriculture and other Wilburton-only positions.

When feasible, the candidate should make a presentation to an actual or hypothetical student audience. A wide range of interested faculty should be invited to the presentation.

### **Selection**

After the interview process, the search committee chair will recommend to the Vice President of Academic Affairs the name or names of candidates who are acceptable for hiring or recommend an extension of the search. All original committee interview materials for each candidate interviewed will be collected by the committee chair and returned to the Director of Human Resources.

The Vice President of Academic Affairs will forward the recommendations to the President. If approved, the Vice President will make an unofficial offer, pending a background check by Human Resources.

If the offer is accepted, the Director of Human Resources is notified and otherwise documents the search and keeps all search materials on file for five (5) years.

### **Emergency Hires**

The President may set aside the above policy when an emergency hire becomes necessary. An emergency hire generally means but is not limited to, a situation in which the President believes it is essential the position be filled within 30 days.

### **Adjunct Faculty Hires**

The College employs part-time adjunct faculty members on an "as needed" basis. Adjunct Faculty teach sections for which no full-time faculty members are qualified and/or available due to other assignments.

### **Recruitment**

Although the President must approve all college hiring, it is the responsibility of the Division Dean in collaboration with Human Resources to recruit qualified individuals. The McAlester Campus Dean will assist with the recruitment of part-time faculty for that campus.

Any advertising for part-time faculty will be coordinated by the Director of Human Resources, Vice President for Academic Affairs and the Dean of the McAlester Campus, so ads will cover multiple disciplines and campuses when needed. Application materials will be received in the Human Resource Office. Copies of the materials will be distributed to the Vice President for Academic Affairs, the appropriate Division Dean or Department Chair.

### **Roster**

The Human Resources Office will maintain a file of qualified applicants. Adjunct faculty members are expected to meet the same professional qualifications as full-time faculty members.

### **Selection**

Adjunct faculty will be recommended by a committee consisting of the appropriate Department Chair and any appropriate division faculty members. The President makes the final selection.

### **Curriculum Guidelines**

The Department Chair will provide curriculum guidelines for adjunct faculty. The Department Chair and Vice President will share responsibility in overseeing the performance of the adjunct faculty member.

### **Faculty Qualification Requirements**

The Higher Learning Commission of the North Central Association (HLC-NCA) requires affiliated colleges must have “qualified faculties — people who by formal education or tested experiences know what students must learn.” In September 2004 Eastern’s strategic plan committed the College “to substantially improve the academic credentials of its faculty in accordance with generally accepted standards for community colleges offering career and university parallel programs and with the specific expectations of the Higher Learning Commission, the Eastern Oklahoma State College Board of Regents, the Oklahoma State Regents for Higher Education, and universities accepting students transferring from Eastern for further study.” To realize this goal, Eastern has established the following definitions and explanations:

### **University Parallel Courses**

Courses count toward AA or AS with expectation of transfer to universities: The generally accepted minimum faculty credential consists of a master’s degree with a major in the teaching

field (or a very closely related subject) or a Master's degree in a related field along with at least 18 graduate hours in the specific teaching field (or a very closely related field).

### **Career Courses (Non-University Parallel)**

Courses that count only toward completion of AAS or certificate and that do not transfer to universities (except in certain cases of applied bachelor's degrees, BAS, BAT, etc.): The generally accepted minimum faculty credential consists of a bachelor's degree in field (or closely related field) with appropriate work experience. A master's degree in the field or a related field is preferred. Some programs such as nursing require a master's degree in the field.

### **Alternative Qualifications**

When qualification is based on factors other than a generally accepted graduate degree and hours credentialing, the faculty member must be able to make and document and the Vice President for Academic Affairs must accept, a prima facie case that the alternate qualification would be persuasive to external peers. Examples might include high-level specialized training, advanced industry certification, professional licensing, publication in-field, workshops/seminars in field, recognition by in-field organizations, etc.

### **Degrees in Education**

As a general rule, degrees and courses in education (EDUC or equivalent) are considered to be in a "related field" rather than in the major field.

### **Exceptions:**

Cases such as child development or physical education or business education in which education is the field.

Education courses that focus on a specific discipline may be considered in-field for the major if the course description/syllabus clearly documents that the principal focus of the course was on subject matter rather than pedagogy.

### **Interdisciplinary Courses**

Courses such as general humanities necessarily require faculty qualifications that reflect the multidisciplinary foundations of the particular course and must be evaluated on a case-by-case basis.

Courses with a narrow focus such as art history or music appreciation are normally considered to be subject matter courses requiring subject expertise not broad interdisciplinary courses even if they carry the HUMAN prefix. On the other hand, broader-based HUMAN courses, HONORS courses, and other interdisciplinary courses may be taught by interested, qualified, and prepared faculty members with a wide range of formal credentials.

### **Closely Related Fields**

The determination of how closely related subjects must be in order to qualify faculty is a subjective one. Generally accepted academic practice and the informed opinion of qualified expert peers should be brought to bear in the determination. The explanation of qualification based on the closely related field should be included in the faculty member's file.

### **Accredited Institutions**

All references to degrees and semester hours in this and other College documents presume that credit comes from institutions that are fully accredited at the graduate level by one of the recognized regional associations or by another federally recognized specialized accrediting body. Degrees and courses from foreign institutions must come from institutions generally acknowledged meeting requirements equivalent to regional accreditation in the U.S.A.

### **1989 “Grandfather Clause”**

In accordance with the strategic plan in effect at the time of the last North Central visit to Eastern Oklahoma State College, the enforcement of these qualification requirements is intended to apply only to those hired as faculty members on a full-time basis after November 1989.

In addition, it is the administration's intent to exempt faculty members who commit to retiring effective no later than June 30, 2006. However, this clause will not apply in any individual case that might jeopardize the College's accreditation. In such a case, a faculty member hired prior to November 1989 may be required to meet some or all of the qualification requirements specified above.

### **Board of Regents Policy on Faculty Qualifications (Adopted Nov 19, 2004) Individual Plans for Faculty Hired After 1989**

Working in conjunction with faculty, the administration will analyze the credentials of all faculty members and develop individual qualification plans for those hired after 1989 whose qualification appears to fall below generally accepted HLC/NCA standards.

Tenure status does not automatically guarantee that a faculty member will be qualified under these new standards. The administration will indicate reasonable time frames for individual faculty compliance. Faculty [members] will be asked to sign their individual plans, but each plan will go into effect immediately upon approval by the Vice President for Academic Affairs, regardless of whether the faculty member signs.

### **Provisions for Faculty Hired in 1989 or earlier**

Although this policy applies immediately only to faculty members hired after 1989, it will in the future apply to faculty hired in 1989 or earlier if representatives of HLC/NCA or the Oklahoma Regents for Higher Education or a specialized accrediting body indicate that the credentials of any individual faculty member present an impediment to institutional accreditation.

### **Penalties**

The failure of an individual faculty member to maintain satisfactory progress on his/her qualification plan will be considered adequate cause for the College to return the faculty member to probationary status, not renew his/her contract, and/or dismiss him or her from employment.

### **Primacy of this Policy**

The provisions of this policy, which are based on, but not identical to, the 1989 Handbook, supersede and replace those of all previous policies, including all college handbooks.

## **Agreements**

Faculty members, except Adjunct Faculty, are employed under annual agreements specifying salary and conditions of employment. Faculty agreements, except Adjunct Faculty agreements, are for a teaching load of 15 credit hours per semester. The agreement may specify other assignments with an appropriate adjustment of the teaching load. The typical faculty agreement runs for the Academic Year beginning approximately one week before Fall Semester classes begin and ending approximately three working days after the last day of Spring Semester finals.

The Academic Year (AY) contract is informally called a “nine-month” agreement because it normally covers approximately the nine months from mid-August to mid-May. Faculty contracts may be for shorter or longer periods of time as appropriate to the duties of the faculty member and the needs of the college.

Each faculty member has a specified reasonable number of days from the date indicated on the contract to accept the offer by signing and returning one copy of the contract to the Human Resources Office. As a courtesy, any faculty member who does not wish to accept a contract should return the unsigned agreement to the Human Resources Office

## **Adjunct Appointment and Agreements**

Adjunct faculty members are those employed part-time on an as-needed, semester-by-semester basis. Employment for one semester carries no expectation whatsoever of continued employment in future semesters. Continuation of employment is on an as-needed basis depending on enrollment, the quality of the individual’s performance, and other factors. It is the responsibility of the appropriate Department Chair, to evaluate the performance of part-time adjunct faculty members. The McAlester Campus Dean will assist in the evaluation of individuals teaching on that campus. Individuals who perform poorly will be removed from the approved roster.

When the Department Chair prepares the semester schedule of classes, he or she will indicate which sections are anticipated to be taught by part-time adjunct faculty. The Vice President for Academic Affairs will approve or modify the schedule as appropriate for budgetary, staffing, or other reasons. Although every effort will be made to offer courses with the planned faculty members, the actual determination of course assignments for both full- and part-time faculty members are not finalized until the end of the drop/add period each semester. Part-time, adjunct faculty members are compensated on a per- semester-hour basis.

## **Search Committee**

Appointment of Search Committee – The President or Vice President will appoint a search committee and name its chair. The search committee will review applicant files and contact references as necessary to narrow the pool to those who appear most qualified and best suited for the position.

The committee should consist of a minimum three-person panel including an administrative, classified and faculty member.

## **Hiring Procedures**

The following procedures will be followed for the hiring of all employees.

- The supervisor declares a position has become available through retirement, resignation, or termination.
- The supervisor will communicate with Human Resources (HR) and their supervisor to determine if the position will be filled.
- If determined the position will be filled the supervisor will communicate with HR to update the job description.
- The area supervisor will communicate with HR and the Vice President of Business Affairs to determine the salary amount.
- The area supervisor or a person they designate will develop a minimum of a three (3) person hiring committee (larger committees may be developed depending on the position.) The area supervisor may appoint themselves as the committee chair or appoint another team member. The area supervisor may choose to be a voting or nonvoting member.
- The area supervisor will forward the recommended committee to HR.
- The committee will develop a hiring instrument with assistance from HR. A set of questions with a 1 to 5 score would be sufficient. Once the interviewing process has been completed the scored instrument of the successful candidate should be provided to HR for their personnel file.
- Recommendation to hire a candidate comes from the supervisor to HR and the area supervisor.
- If approved, area supervisor will contact the top candidate with an unofficial offer (pending reference and background checks). If all checks come back clean the supervisor will make an official offer.
- The supervisor will inform the candidate to contact the HR Office to set up an appointment or orientation.

NOTE: Committee Chair must notify the full committee that all information shared with the committee and during the meetings is confidential and not to be shared with anyone outside of the committee.