

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Hiring Procedures**EFFECTIVE DATE:** October 1, 2013; Revised October 15, 2021**Purpose**

To ensure that external and internal applicants for Southwest Tennessee Community College ("Southwest" or "the College") staff position openings are treated fairly and consistently during recruiting, hiring, promotion, and transfer processes.

Scope

All regular positions (faculty, administrative faculty, and staff) and Adjunct faculty positions where the need for the position is expected to exceed one (1) semester. This policy does not apply to College work-study positions.

Policy Statement

In order to fill a vacant position at the College, the position must be posted. This includes vacated positions, added positions, and newly created positions. All non-faculty promotions and transfers not resulting from a reclassification of an employee's existing duties will be processed through this procedure.

It is Southwest's policy not to discriminate on the basis of any class deemed protected by Federal or Tennessee law. It is the intent of the College to comply with Titles VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, as amended, The Equal Pay Act of 1975, the Pregnancy Discrimination Act, all applicable state statutes, Tennessee Board of Regents (TBR) policies and guidelines, and all regulations promulgated pursuant thereto.

Recruitment Procedures

Hiring officials wishing to fill vacant positions must submit their request via Cornerstone, the College's paperless applicant tracking system. All approvals and recommendations related to the request need to be submitted to the respective HR Business Partner for review and approval before posting.

Position postings will fall into one of the following categories:

- Department Only- Must be actively employed as regular full-time or regular part-time employee within the posting department.
- Internal – Must be actively employed as regular full-time or regular part-time employee at the College.
- External – Open to all qualified individuals whether or not currently employed at the College.

Opportunities for promotion resulting from departmental reorganizations or position reclassifications when there are no vacant positions in the department and no additional positions being added to the department do not require posting.

Application Deadlines-The external advertising period may vary depending on departmental needs. The advertising period for faculty and staff positions is 30 days with an initial review of applicants usually within 10-14 days after posting. The advertising period for all internal postings is three-five (3-5) days. Any person who desires to apply for announced openings at Southwest Tennessee Community College will be afforded the opportunity to do so. Applications are accepted only for announced openings, and all applications must be submitted by the closing date of the announcement. All positions are electronically removed from the system once the advertising period has expired.

Advertising - All job openings are automatically advertised in Cornerstone and via the internet with HigherEdJobs.com. Departments will decide, based on funding, to advertise positions externally, i.e., journals, magazines, etc. with final approval from Human Resources.

Screening/Interviews – The hiring official (supervisor/screening committee) will identify the top candidates for interview. Applicants recommended for interview must be approved by Human Resources prior to being invited for an an-person interview. No offer may be made until these steps have been completed.

A Screening Committee must be appointed and approved for all faculty, administrative, and professional positions. The Screening Committee will be formed at the beginning of the screening process. The members of the committee (a minimum of three (3) persons including the chairperson) will be selected by the hiring official and approved by Human Resources. The hiring official may serve as the chairperson.

Screening Committees must be diverse. All members must be present or access recorded interviews in order to remain on the committee and provide feedback. The final recommendation of the committee must be based on the assessment of a diverse group of members.

Please review Southwest Policy [5:00:00:00/41](#), Code of Conduct, for more information regarding Screening Committees.

References and Background Checks - The hiring official will conduct reference checks on candidates being recommended for hire. The Human Resources Department will conduct appropriate background checks on recommended applicants. All investigations, disclosures, and notifications will comply with the Fair Credit Reporting Act.

Hiring Recommendations – The hiring official will submit the hiring recommendation to Human Resources at the conclusion of the screening process. The President will screen all finalists for positions of Director/Chair and above before a final determination is made. In these cases, the department will make their recommendations for hire to the President who will consider the recommendation and either approve or provide additional feedback which may result in the consideration of other applicants.

Compensation – Salaries for new hires and existing employees will be established in accordance with current compensation practices as implemented by Human Resources.

Job Offer – Human Resources will notify the successful candidate of the offer of employment by telephone or email upon approval of the President. The screening committee will notify unsuccessful candidates by telephone, email, or through the Cornerstone automated notification process. No official at the College is authorized to negotiate salaries or make offers of employment without prior approval from Human Resources.

In the event the offer is rejected, the Office of Human Resources will notify the Screening Committee Chairperson who will then either select another candidate, or restart the selection process as outlined in this

policy.

All offers of employment will be contingent upon the receipt of required official transcripts, and a background check.

Current Employees' Eligibility to Apply for Openings – Any employee who wishes to apply for other College positions may do so except in three cases:

1. The employee received a letter of reprimand within six (6) months of the closing date of the posting.
2. The employee has current behavior or performance deficiencies.
3. The position is posted internally by another department and the employee has not completed at least six (6) months continuous service in the employee's current position.

Application Process - Current employees will follow the same application process as described in the Recruiting Procedures.

Notice to Department - All employees who accept other positions with the College must give their current supervisor at least two (2) weeks' notice, although preferably administrative/professional employees will give a one-month notice. The supervisor, at their discretion, may waive the notice requirement.

General

New Employee Orientation – All regular, full-time employees and regular part-time and student employees must attend a New Employee Orientation during which College policies, practices, expectations, and benefits are explained. Benefits enrollment, if applicable, is administered during this orientation.

Nepotism- Employees who are relatives shall not be placed within the same direct line of supervision whereby one (1) relative is responsible for supervising the job performance or work activities of another relative; provided, however, that to the extent possible through departmental transfer, supervisory reassignment or other reasonable measures, this policy shall not be construed to prohibit two (2) or more such relatives from working for the College. For purposes of this policy, relative applies to: a parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or other family member who resides in the same household.

Contract – Newly hired employees are required to execute the appropriate employment contract setting forth the conditions of employment as outlined in TBR via Human Resources.

Responsible

Source of Policy: Human Resources Administrator: AVP of Human Resources

TBR Policy Reference: 5.01.00.06, 6.03.00.00

3:06:00:00/23

5:00:00:00/15; 5:00:00:00/41

Related Policy: 5:01:02:00/28; 5:01:02:00/29 TBR Guideline Reference: System Office Recruitment Procedures

Approved: 
President

Date: October 15, 2021