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## LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

**TO:** Dr. Monty Sullivan  
LCTCS President

**THROUGH:** Joseph F. Marin   
Chief Operations Officer

**FROM:** Suzette Meiske  
Director of Human Resources

**SUBJECT:** Revisions to LCTCS Policy #6.032, Policy on Search Committees in Hiring

**DATE:** August 21, 2017

### FOR BOARD ACTION

**Recommendation:** Staff recommends that the Board approve the revisions to the attached policy #6.032, "Policy on Search Committees in Hiring".

**Background:** This policy sets minimum guidelines for all LCTCS institutions to follow in the search and hiring process. These requirements include a search committee for all chancellor, administrative positions at director and above, and full time faculty. A search committee is encouraged for other positions. The policy sets minimum time periods for posting vacant positions.

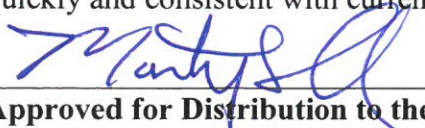
Revisions to the policy are proposed to clarify and strengthen certain provisions, to recognize changes in technology and the way applicants now look for employment, and to encourage diversity in our applicant pool. The use of emergency or interim appointments is clarified and an exception clause added to the policy. Chancellor and Director positions would be posted for a minimum of ten calendar days instead of ten business days; all other vacancies would be posted for seven calendar days instead of ten business days. These changes are in line with current business practices and the use of primarily online postings.

*After the Board received this policy revision for review and advisement in April 2017, the Human Resources functional group requested the addition of clarifying language in the External vs. Internal Posting, All Other Positions section. This change is shown in the attached policy in green print.*

**Fiscal Impact:** N/A

**History of Prior Actions:** This policy was last revised in February 2005. Revisions were presented to the Board for review and advisement on April 12, 2017.

**Benefits to System:** The proposed changes will allow a vacancy to be posted and filled more quickly and consistent with current business practices.

  
Approved for Distribution to the Board  
Dr. Monty Sullivan, President

Date

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM  
Policy #6.032

Title: Policy on ~~the Recruitment-Search Committees in~~ and Hiring Process

Authority: Board Action

Original Adoption: 10/13/04  
Effective Date: ~~02/02/05-xx/xx/17~~  
Last Revision: ~~01/31/05xx/xx/17~~

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Purpose: The Louisiana Community and Technical College System (LCTCS) is committed to the recruitment and hiring of exceptional faculty and staff who exemplify the best talent available. LCTCS is committed to promoting diversity and inclusiveness in our endeavors. We are dedicated to recruiting a diverse staff and faculty and encourage individuals of all backgrounds to consider an LCTCS career. Towards that end, external job postings and broad search parameters are encouraged whenever feasible and appropriate. We also respect the commitment and service of current faculty and staff and encourage their participation in all opportunities for advancement at LCTCS.

The intent of this policy is to establish minimum selection and search committee guidelines for all Louisiana Community and Technical College System (LCTCS) institutions ~~for search committee usage~~ in the hiring process. All unclassified hiring decisions are subject to the approval review of the LCTCS Board of Supervisors.

**Search Committee Requirement Based on Position Level**

- A search committee is required for the System President position and all College Chancellor and Director positions.
- A search committee is required for all full time faculty positions
- A search committee is required for all administrative positions at director level or above
- A search committee is encouraged to be used for part time and adjunct positions
- A search committee is encouraged to be used for all other positions

**External vs. Internal Posting**

System President, College Chancellor and Director Positions:

- System President, Chancellor and Director positions require posting in a minimum of ~~one~~ two print or online publications such as a newspaper, or national higher education publication, or a combination thereof, as well as on the institution's and LCTCS's websites. At least one of these publications should be dedicated to or have a primary focus on minority issues. ~~The Community College Week, Black Issues in Higher Education, The Chronicle of Higher Education and the Community College Times.~~
- Postings of System President, Chancellor and Director positions shall be for at least 10 calendar days.



### All Other Positions:

- All other positions at levels that **require** a search committee are ~~required~~ to be posted externally and/or internally, as ~~determined by the Chancellor defined by the institution.~~ At minimum, the position must be posted on the institution's website for no less than ~~10~~ working seven calendar days.
- All positions at levels for which a search committee is **encouraged** are required to be posted internally, as defined by the institution. At minimum, a bulletin board posting at each location or online posting on the institution's website is required, for no less than seven calendar ~~10 working~~ days. ~~It is encouraged that all positions are posted on the institution's intranet and website for no less than 10 working days.~~
- All applications must be accepted, reviewed and considered.
- An internal transfer within the same college, or within the System Office, may be made of an ongoing employee in a regular position into another position within the same institution without posting that position as long as the transfer is without an increase in pay and the employee meets the minimum qualifications of the new position. Internal transfer and promotional opportunities must be approved by the Chancellor with concurrence of the LCTCS President.
- A transfer from one LCTCS entity of an active employee in a regular position into another position at a different LCTCS entity without posting that position may be made as long as the transfer is without an increase in pay, the employee meets the minimum qualifications of the new position, and both the giving and the receiving appointing authority approve the action.

### **Composition of the Search Committee**

- The committee will be comprised of no less than three members
- The committee will reflect the diversity of the community and the student population.
- Subject matter experts and those with knowledge of the discipline are to be represented on the committee.

### **Duties of the Search Committee and the Human Resources Department**

- The search committee is a recommending body to the hiring authority.
- ~~It is the responsibility of the~~ The institution's Human Resources department, alone or in conjunction with technical/academic experts, ~~to receive and screen is responsible for receiving and screening~~ application materials to ensure that candidates meet minimum qualifications and credentials.
- The Human Resources Department or the hiring department may then further screen the applicant pool that meets minimum qualifications to obtain a pool of highly-qualified applicants meeting preferred qualifications.
- The pool of screened applicant candidates<sup>2</sup> materials will be forwarded to the search committee for their determination of candidates to be interviewed.
- ~~The hiring department and/or committee will develop~~ A set of standard questions ~~that~~ will be asked of all candidates interviewed.
- The committee is encouraged to recommend for further consideration no less than three unranked candidates to the hiring authority.

#### Duties of the Institution

- ~~• The institution must determine the designated “authorized salary offerer” (such as human resources), who must approve all offers before they are made on behalf of the institution.~~
- ~~• The institution must determine the officer who reviews and approves the diversity of the search committee.~~

#### **Emergency / Interim Appointments**

- All emergency/interim appointments require the approval of the Chancellor/Director or the LCTCS President for such appointments at the System Office.
- All emergency/ interim appointments must have an identified beginning and ending day for the appointment
- The length of time of an emergency/ interim appointment shall not exceed one year, unless otherwise approved by the LCTCS President. Continuing to appoint the same individual to emergency/interim appointments, even if to different positions, may be viewed as an effort to circumvent this policy and should be discussed with the System President, receive his approval, and be reported to the Board of Supervisors.
- An emergency appointment should be used only to temporarily replace an employee out for an extended period of time, to address an emergency situation, or to temporarily fill a critical position.

Movement from an emergency/ interim appointment to a regular appointment is not guaranteed. A regular appointment is subject to the posting and search committee guidelines as outlined in this policy.

#### Exceptions

Requests for exceptions to this policy may be submitted to the LCTCS President for approval along with specific and compelling written justification.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM  
Policy #6.032

Title: Policy on the Recruitment and Hiring Process

Authority: Board Action

Original Adoption: 10/13/04

Effective Date: 09/20/17

Last Revision: 09/20/17

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