

## MEMORANDUM

**TO:** Mary Flores                      Mary Ruth Hassett                      Kathy Martin                      Craig Steenberg  
Andy Hanson                      Jann Hill                      Randy Martin                      Tim Wiggins  
Bill Clouser                      Lynn Mathers                      Sue Niewenhaus  
Cyndie Hammond                      Rob Lohrmeyer                      Christine Pharr

**FROM:** J. Anthony Fernández, Provost

**DATE:** July 5, 2006

**SUBJECT:** Hiring and Personnel Action Forms

This memo will serve to formalize hiring procedures for all regular, full-time, and adjunct employees in Academic Affairs (Academic Programs, Professional-Technical Programs, Community Programs, and Coeur d'Alene).

1. "The Authorization to Conduct a Search in Academic Affairs" form must be completed and signed by the appropriate Dean and Provost before a search begins. This form is required for professional staff, faculty, and classified staff. It is not required for adjunct faculty. This form can be found on the LCSC Human Resources web page at <http://www.lcsc.edu/humanresources/forms.htm>, or the Provost's web page at <http://www.lcsc.edu/provost/>.
  - A. **Professional Staff and Faculty.** After the "Authorization to Conduct a Search" form is signed and before the search begins, the Affirmative Action Packet must be completed and signed by the appropriate Dean and Provost. The Affirmative Action packet can be found on the Human Resources web page at <http://www.lcsc.edu/humanresources/forms.htm>.
  - B. **Classified Staff.** Classified staff hires are to be conducted in accordance with the Department of Human Resources policies. That information, along with the pay scale, can be found at <http://dhr.idaho.gov/>. The general rule for salary for LCSC new hires is no more than 85% of policy; however, no salary is to be offered to a candidate without the approval of the Provost (see #2 below).
  - C. **Adjunct Faculty.** At the discretion of the appropriate Dean, divisions may follow the same practice for hiring adjunct faculty as they have in the past. However, Personnel Action forms for adjunct faculty are to be processed before the start of class.
2. All salary offers must be pre-approved by the Provost before negotiations with a potential employee.
3. Under no circumstances is anyone to begin work at LCSC before the Provost has signed the relevant Personnel Action form, complete with a PCN obtained from the Budget Director.

In addition to these minimum procedures for Academic Affairs, the deans and director can further implement procedures in their respective areas.

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