

Recruiting/Hiring in Student Affairs
(Supplement to LCSC Policy 3.106)
Updated 6/2016

Background

Questions often arise about specific elements of LCSC's search process as they relate to hiring new employees. The purpose of this document is to provide general guidance from the Vice President for Student Affairs on more general aspects of the college's official policy concerning the recruitment and hiring of new staff. This supplement is intended to provide guidance on hiring classified or professional staff and not irregular help (unless the request is to hire someone on irregular help with benefits) or student workers.

Wages

Salaries and wages for all professional and classified positions must be reviewed and approved by the Vice President for Student Affairs prior to submitting search/advertising paperwork.

Final salary and/or wage offers and any related negotiations must be approved by the Vice President for Student Affairs.

Recruitment Budget

The college has a recruitment budget, which will pay for costs such as travel, food, lodging, and moving expenses*. Such expense are not permitted for searches involving classified staff, grant-funded positions**, or irregular help positions. The Vice President for Student Affairs has final signature authority for this budget.

Requests for the use of the recruitment budget to cover some or all of the expenses delineated above should be made in advance of offering any candidate an in-person interview. Requests may be in the form for a memorandum addressed to the Vice President for Student Affairs or via email.

*See Policy 3.106, Section 7 for additional information.

**Some exceptions may be considered.

Search Committees

Search committees must be formed for hiring any professional or classified staff position in Student Affairs unless a search waiver (see Policy 3.106, Section 4C) has been approved by the Vice President for Student Affairs. Search committees DO NOT make hiring decisions.

Instead, they screen and rank applicants according to criteria established in the position description published for the open position and any other criteria requested by the hiring authority (e.g., director). Search committee members do not necessarily have to participate in the interview process but, if they do, their role is to provide guidance and reflections to the hiring unit.

Composition of search committees must conform to the following criteria:

- 1) In searches for professional staff positions, the chair of the search committee may not be an employee of the hiring unit.
- 2) In searches for professional staff positions, at least one of the search committee members must be drawn from outside of Student Affairs.
- 3) In searches for professional staff positions, only one member of the hiring unit's staff may serve on the search committee.
- 4) All search committees must include at least one student.

Search Committee Chairs' responsibilities will be negotiated between the chair and the hiring authority. Scheduling preliminary interviews, in-person interviews, and other logistics associated with interviewing candidates are the responsibility of the hiring unit and NOT the Search Committee Chair.

Interviews

The Vice President for Student Affairs must meet with every candidate for all professional positions including IIE faculty positions. The Vice President for Student Affairs will require between 15-to-30 minutes with each candidate, depending upon the position and department.

Offer of Employment

No offer of employment for either professional or classified staff positions may be made without approval from the Vice President for Student Affairs.

Orientation

Within one week of a new professional or classified staff member's first day of employment, a brief meeting of not more than 15 minutes must be scheduled with the Vice President for Student Affairs and the hiring authority. Also within the first week of employment in Student Affairs, all new employees must complete Student Affairs' Customer Service Training module on Blackboard.