

D.2.2.1 (Procedure) Hiring Practices

Responsible Department: Human Resources

Based on Board Policy: [D.2.2](#) - Hiring Practices

Approved: 4-28-09

Last Amended: 5-29-17

The following procedures outline the steps involved in the hiring process for employees hired throughout the Alamo Colleges District including auxiliary/grant-funded positions. Those involved in the hiring process can access a menu of helpful links at:

<http://share.alamo.edu/hrorgdev/SitePages/Employee%20Toolbox.aspx>

General Guidelines

Except as noted below, the following guidelines shall apply:

1. All regular budgeted positions shall be posted internally, or both internally and externally, for a minimum of 10 calendar days.
2. Full-time faculty positions shall be posted for a minimum of 10 calendar days when the positions are only available to internal candidates and for a minimum of 30 calendar days when the positions are available to internal and external candidates.
3. Regular, budgeted administrator positions shall be posted for at least 30 calendar days.

Advertising a vacant or new College or DSO position is not required if the position is:

1. Temporary and requires an employee immediately, as illustrated by, but not limited to, registration employees and substitute faculty;
2. A non-faculty position filled on an interim basis (see *Interim Positions*);
3. Filled through reorganization or reassignment (see [D.2.5](#)) as approved by the Chancellor in accordance with pay administration regulations;

Faculty, administrators and key staff are routinely selected with the assistance of a screening committee. When a screening committee is utilized, the hiring manager will select a committee that reflects appropriate ethnic, gender, and employee representation. All screening and committee members will complete a Hiring Briefing conducted by a member of the Human Resources Department. The Hiring Briefing will provide information on relevant employment policy, legal and regulatory requirements; record retention protocols; confidentiality requirements; appropriate screening and interviewing criteria; balancing speed and quality of hires; and, best practices for search committees and hiring managers.

Executive Search Firms

Positions

The Alamo Colleges District shall use executive search firms for a national search for the following positions:

1. Chancellor.
2. College Presidents.
3. Vice Chancellors.

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The Colleges and DSO may also use executive search firms for the following positions:

1. Associate Vice Chancellors.
2. College Vice Presidents.
3. Deans.
4. District Directors.
5. Directors of highly specialized programs.
6. Executive Director of the Alamo Colleges Foundation

Process

The Human Resources department is responsible for developing and maintaining a roster of approved search firms. When a search firm is to be used, the Human Resources department shall normally solicit proposals from three search firms.

Guidelines for the search process using an executive search firm for the positions listed above are as follows:

1. Human Resources shall post the specified position on the appropriate College or College District website and advertise the position in appropriate publications and professional journals including the Chronicle of Higher Education. Names of all applicants shall be given to the executive search firm for screening; those qualified shall be included in the applicant pool. All advertisements will clearly identify the hiring College if the position is for a College.
2. The executive search firm shall provide a pool of qualified applicants that meets the Alamo Colleges District's commitment to EEOC and affirmative action. Whenever possible, there shall be a minimum of 25 names in the applicant pool provided.
3. The hiring official for the specified position shall establish a screening committee that reflects appropriate ethnic, gender, and employee representation. All screening and committee members will complete a Hiring Briefing conducted by a member of the Human Resources Department. The Hiring Briefing will provide information on relevant employment policy, legal and regulatory requirements; record retention protocols; confidentiality requirements; appropriate screening and interviewing criteria; balancing speed and quality of hires; and, best practices for search committees and hiring managers.
4. This screening committee shall follow the established process of review and recommendation to the hiring supervisor.

Interim Positions

Guidelines for selection of individuals in temporary assignments and interim positions are as follows:

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Faculty

1. Vacant full-time positions that must be filled on a temporary basis may be filled by the hiring of a full-time temporary faculty member (*Adjunct with Benefits*, as defined in [D.2.5.1](#)).
2. Full-time positions may not be filled by the hiring of full-time temporary faculty members for more than two years unless approved by the Chancellor. At the end of two years, the college President or designee must budget for a full-time tenure track faculty position or redistribute the load to part-time adjunct faculty.

Non-Faculty

1. An individual may be selected by the Chancellor, College President or designee to serve in an interim role when a position is vacant.
2. For interim assignments, compensation shall be handled in accordance with the compensation plan.
3. Any person who is selected for and accepts an interim assignment for the position of Chancellor, Vice Chancellor, or College President shall not be eligible for consideration for the permanent position. This provision applies to interim assignments including but not limited to the titles of "Interim" and "Acting."
4. Full-time positions may not be filled on an interim basis for more than two years. At the end of two years, the college President or Vice Chancellor, as appropriate, shall budget for a regular position or redistribute the duties and eliminate the position.