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| Dean/Associate Dean | • Notify VP of Academic Services (VP) of the open position |
| VP | • Discuss with Cabinet the status of the open position |
| Cabinet | • Wherever possible, Faculty positions should be advertised by November 1, and the search process begun in the fall preceding the full-time faculty being on campus.<br>• Consider filling the position – Approval required to proceed and salary range determination.<br>• Communicate decision to Human Resources (HR) and the Dean/Associate Dean |
| **If approved by Cabinet:** | |
| HR | • Provide to the Dean/Associate Dean:<br> ✓ position description with sections to be reviewed highlighted<br> ✓ previous similar position descriptions<br> ✓ previously used interview questions<br> ✓ faculty rubric template |
| Dean/Associate Dean | • Select interviewing committee (IC) comprised of a diverse representation of administration, faculty, and staff to include the hiring manager, content expert, and HR<br>• Send position description, interview questions, rubric, teaching demonstration topics, and IC list to HR and VP |
| HR | • Conduct scheduling poll for IC meeting #1 and schedule |
| IC<br>(Meeting #1) | • Review and revise as needed the position description, interview questions (first interview and second interview), and rubric<br>• Determine teaching demonstration topics for the interviews<br>• Block out dates/times for IC meetings and interviews |
| VP, HR, and Dean/Associate Dean | • Review and finalize the proposed position description, salary, interview questions, rubric, and teaching demonstration topics |
| HR | • Post the position in NEOGOV |
| Dean/Associate Dean, VP, and President | • Approve position in NEOGOV |
| HR | • Advertise the position<br>• Conduct interview diversity training for IC members<br>• Review applications received for completion with the Dean or Associate Dean to determine the pool of qualified candidates<br>• Refer those identified with complete applications to the IC<br>• Send rubric to the IC |
| IC | • Review applications<br>• Complete rubrics<br>• Send completed rubrics to the Dean/Associate Dean |
| Dean/Associate Dean | • Compile completed rubrics |
| IC<br>(Meeting #2) | • Review applications and compiled rubrics<br>• Determine slate for first interviews |

| HR | • Schedule the first interviews including a short teaching demonstration<br>• Send interviewing information to the IC and candidates |
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| IC | • Conduct the first interviews<br>• Select candidates to be offered a second interview<br>• Return all interview documentation to HR |
| HR | • Schedule the second interviews to include a longer teaching demonstration<br>• Send interviewing information to the IC and candidates |
| IC | • Conduct the second interviews<br>• Rank the top two candidates<br>• Return all interview documentation to HR |
| HR | • Provide reference check forms to the Dean/Associate Dean |
| Dean/Associate Dean | • Conduct references checks for top candidate(s) to include two professional and one personal<br>• Complete reference check documentation and return to HR |
| HR | • Confirm salary placement on salary schedule based upon education, skills, and experience<br>• Communicate salary to the Dean/Associate Dean |
| Dean/Associate Dean | • Extend offer to selected candidate - clarify subject to Board approval<br>• Communicate outcome with IC |
| **If the offer is accepted:** | |
| HR | • Add to the personnel report for Board action<br>• Ensure the return of all interview and reference check documentation |
| BOT | • Consider the recommendation |
| **If the offer is declined:** | |
| IC | • Reconvene to discuss extending offer to runner-up, returning to applicant pool, or failing the search |
| **If approved by the BOT:** | |
| HR | • Notify unsuccessful candidates that the position has been filled |
| Dean/Associate Dean | • Complete Payroll Information Sheet and send to HR (found under Human Resources in My.Sandburg) |
| HR | • Process Payroll Information Sheet<br>• Coordinate completion of employment paperwork<br>• Submit background check<br>• Schedule and conduct HR orientation |
| Dean/Associate Dean | • Schedule and conduct department orientation |
| **If the BOT does NOT approve:** | |
| HR | • Notify candidate |