



Policy No. 6.018
Northwest Louisiana Technical College

Search Committees in Hiring

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Last Revision: June 12, 2014

Northwest Louisiana Technical College (NWLTC) establishes methods for the use of search committees in the hiring process. This policy outlines the guidelines for search committee hiring.

Scope and Applicability

The policy requires the organization of a committee for unclassified positions (faculty and staff). The NWLTC also recommends the use for classified positions. This policy shall be used in conjunction with other College hiring policies.

Authority to Authorize/Approve

All unclassified hiring decisions are subject to approval by the Louisiana Community and Technical College System (LCTCS) Board of Supervisors.

General Provisions

Posting Requirements

Director positions must be posted in a minimum of one newspaper. The following is a list of available publications:

- The Community College Week
- Black Issues in Higher Education
- The Chronicle of Higher Education
- Community College Times

Positions requiring search committees must be posted both internally and externally. The positions must be posted to the NWLTC website for no less than 10 working days. Positions encouraging search committees are required to post internally. A bulletin board should be utilized and positions must be posted for no less than 10 working days. It is encouraged that all positions (classified and unclassified) be posted to the college's intranet and website for no less than 10 days.

Composition of a Committee

- The committee must be comprised of at least three persons or greater.

- The committee will reflect the diversity of the community and the student population.
- For faculty positions, subject matter experts with knowledge of the discipline must be a committee member.

Duties of the Committee

- The committee is a recommending body to the hiring authority.
- It is the Human Resource department responsibility, individually or collectively, with technical/academic experts to obtain and screen application materials to ensure minimum qualifications and credentials are met for candidates.
- Human Resources may further screen the qualified applicant pool for preferred qualifications.
- The pool of qualified applicants will be forwarded to the search committee for interviewing determination.
- Human Resources will develop standard interviewing questions to be asked to candidates.
- The committee is encouraged to recommend no less than three candidates to the hiring authority for further consideration.

Duties of the Institution

- The College will designate the authorized salary officer, who must approve hiring offers on behalf of the college, Region or campus.
- The College will determine the officer who reviews and approves the diversity of the search committee.

Limitations

Emergency/ Interim Appointments

- Search committees are encouraged for emergency and interim appointments, or as deemed necessary by the Senior Vice-President for Career and Technical Education.
- All emergency and interim appointments require approval of the Senior Vice-President for Career and Technical Education.
- All emergency and interim appointments must have a designated beginning and ending day for the appointment.
- The length of the emergency or interim appointment shall not exceed one year, unless authorized by the LCTCS President.
- Transfer from an emergency or interim appointment to a regular appointment is not guaranteed.

Transfers and Promotions

- The Senior Vice President for Career and Technical Education must approve internal transfers and promotional opportunities with concurrence of the LCTCS President.

Policy Reference: Louisiana Technical College Procedure No. HR1930.576
LCTCS Policy #6.032 Policy on Search Committees in Hiring

Approved:



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