3354:1-40-01.1 Recruitment and selection procedure.

(A)   This procedure covers all College positions other than adjunct faculty positions.

(B)   The College shall maintain a written hiring process that governs hiring for all College positions. The hiring process is available on the Office of Human Resources web page. Hiring processes for bargaining unit positions are subject to the appropriate bargaining unit contract.

(C)   Positions must be approved and funded prior to the start of the recruitment and selection process.

(D)   As a county resource, it is the intention of the College to hire and employ locally. Employees must live within Ohio, be within commuting distance of their work location/campus, and be responsive to onsite work demands.

(E)   Staffing advisory committees ("SACs"), and interview teams

   (1)   In order to ensure appropriate participation in the selection process, the College will utilize SACs or interview teams for open positions, as required by the hiring process.

   (2)   The primary function of SACs shall be to recommend candidates for consideration at the next level where two-level interviews are included in the hiring process, or for hire where only one level of interview applies. The Hiring Manager shall submit a list of proposed SAC members to the Manager of Talent Acquisition for approval to ensure that the membership of the SAC is diverse.

   (3)   Interviews for temporary full-time or part-time non-faculty positions may be conducted by the Hiring Manager only or by an interview team comprised of two to three members, at least one of whom is knowledgeable about the position prior to appointment. It is preferred that the Hiring Manager serves on the interview team. Names of interview team members do not have to be submitted and approved by The Office of Human Resources.

(4)   Members of SACs and/or interview teams should be selected on the basis of their expertise, knowledge of the College's hiring policies and procedures, knowledge of the duties of the vacant position, and diversity.

(5)   The following additional requirements apply to individual SAC makeup, depending on the nature of the open position:

(a)   SACs for tenure track faculty will consist of three or four members:

(i)   An administrator or professional chair will be appointed by the appropriate dean; and

(ii)   Up to four College-wide faculty members from the discipline of the open position will be appointed by the joint faculty senate council.

(b)   SACs for non-emergency lecturer positions will consist of the following:

(i)   An administrator or professional chair appointed by the appropriate dean; and

(ii)   Up to four campus-based faculty representatives from the discipline of the open position.

(c)   SACs for full-time administrator, professional or non-bargaining support staff positions will consist of three or four members appointed by the Hiring Manager, at least one of whom is knowledgeable of the position prior to appointment. However, the College reserves the right to appoint an administrator without the use of a SAC if the position is necessary to maintain College operations.

(F)   The Office of Human Resources will make all written and verbal offers of employment for all positions. Such offers will be contingent upon the completion of a satisfactory pre-employment screening, appropriate to the open position.

(G)   Retirees may apply for post-retirement employment within the College. Retirees will be subject to the same hiring policies and procedures as other applicants. However, retirees are solely responsible for ensuring that their employment at the College does not jeopardize their retirement benefits.

(H)   The President or the President's designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this procedure.

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