

College Operating Procedures (COP)



Procedure Title: Faculty Hiring Procedures (Full-Time)
Procedure Number: 03-1104
Originating Department: Vice President of Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 06/01/10; 02/15/11

Purpose Statement: This procedure describes the full-time faculty hiring process.

Procedures:

(Note: All positions including Full Time faculty positions are subject to sections 2.1, Recruitment & Selection, 2.2 Appointments, and 1.1 Equal Employment/Equal Access of the "Employment and Personnel Operating Procedures," published by the office of Human Resources.)

When a full time faculty position has been approved, jobs are posted on the jobs site at <http://jobs.FSW.edu>. Positions may be advertised in local newspapers, in such publications as the Chronicle of Higher Education, in Black Issues in Higher Education, in Hispanic Outlook, in the Florida Division of Community Colleges' Job Opportunities Listing (<http://www.dcc.firn.edu>) and in specialty journals or publications as requested by the respective instructional administrator. Positions are posted for a minimum of seven (7) days. Most are listed as "Open until Filled."

A search committee is appointed by the instructional administrator and approved by the College's equity officer to conduct the screening process. Committees are typically composed of a minimum of three to five persons who are cognizant of the competencies required by the position. Committees are constituted to include diversity in terms of ethnicity and gender in order to insure an open and unbiased process. When a pool of candidates has been identified, the search committee reviews the credentials, selects the candidates best suited for the position, and conducts telephone, video and/or face-to-face interviews with those candidates including a teaching demonstration.

When a candidate has been identified, three reference checks are conducted and official transcripts are verified. The committee then forwards a recommendation through the supervisor to the Vice President, Academic Affairs. Following verification of all information by the Office of Human Resources, an offer of employment is extended to the candidate. All appointments must be approved by the District Board of Trustees.