



Title: Search Committees in Hiring
Effective Date: 02/10/08
Date of Last Revision: 02/10/08
Review Date: 02/10/08
Cancellation:
Office: Human Resources (HR 500)

Search Committees in Hiring

Louisiana Technical College (LTC) establishes methods for the use of search committees in the hiring process. This policy outlines the guidelines for search committee hiring. All unclassified hiring decisions are subject to approval of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors.

Policy Reference: LCTCS Policy #6.032 Policy on Search Committees in Hiring

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	LTC Financial Staff	10/17/05	
X	LTC Human Resources Committee	10/20/05	
X	Vice President for Career & Technical Education Approval	02/10/08	02/10/08

Distribution: Distributed Electronically via College's Internet
 Hard Copy Distribution to LTC Regional Directors

SIGNATURE

*James R. Sawtelle, III
 Vice President for Career & Technical Education*



Search Committees in Hiring Procedures and Specific Information

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

576.1 SCOPE AND APPLICABILITY

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

576.2 AUTHORITY TO AUTHORIZE/APPROVE

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

576.3 GENERAL PROVISIONS

576.3.1 Committee Requirement Based on Position Level

- 576.3.1.1** Required for all full time faculty positions
- 576.3.1.2** Required for all administrative positions at director level or above
- 576.3.1.3** Encouraged for part time and adjunct positions
- 576.3.1.4** Encouraged for all other positions

576.3.2 Posting Requirements

- 576.3.2.1** Regional Director positions must be posted in a minimum of one newspaper. The following is a list of available publications:
 - 576.3.2.1.1** The Community College Week
 - 576.3.2.1.2** Black Issues in Higher Education
 - 576.3.2.1.3** The Chronicle of Higher Education
 - 576.3.2.1.4** Community College Times
- 576.3.2.2** Positions requiring search committees must be posted both internally and externally.
- 576.3.2.3** The positions must be posted to the LTC Regional website for no less than 10 working days.
- 576.3.2.4** 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.

576.3.2.5 It is encouraged that all positions (classified and unclassified) be posted to the college's intranet and website for no less than 10 days.

576.3.3 Composition of Committee

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

576.3.3.2 The committee will reflect the diversity of the community and the student population.

576.3.3.3 For faculty positions, subject matter experts with knowledge of the discipline must be a committee member.

576.3.4 Duties of the Committee

576.3.4.1 The committee is a recommending body to the hiring authority.

576.3.4.2 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.

576.3.4.3 Human Resources may further screen the qualified applicant pool for preferred qualifications.

576.3.4.4 The pool of qualified applicants will be forwarded to the search committee for interviewing determination.

576.3.4.5 Human Resources will develop standard interviewing questions to be asked to candidates.

576.3.4.6 The committee is encouraged to recommend no less than three candidates to the hiring authority for further consideration.

576.3.5 Duties of the Institution

576.3.5.1 The College will designate the authorized salary officer, who must approve hiring offers on behalf of the college, Region or campus.

576.3.5.2 The College will determine the officer who reviews and approves the diversity of the search committee.

576.4 LIMITATIONS

576.4.1 Emergency/ Interim Appointments

576.4.1.1 Search committees are encouraged for emergency and interim appointments, or as deemed necessary by the Senior Vice-President for Career and Technical Education.

576.4.1.2 All emergency and interim appointments require approval of the Senior Vice-President for Career and Technical Education.

576.4.1.3 All emergency and interim appointments must have a designated beginning and ending day for the appointment.

576.4.1.4 The length of the emergency or interim appointment shall not exceed one year, unless authorized by the LCTCS President.

576.4.1.5 Transfer from an emergency or interim appointment to a regular appointment is not guaranteed.

576.4.2 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: LCTCS Policy #6.032 Policy on Search Committees in Hiring

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	LTC Financial Staff	10/17/05	
X	LTC Human Resources Committee	10/20/05	
X	Vice President for Career & Technical Education Approval	02/10/08	02/10/08

Distribution: Distributed Electronically via College's Internet
Hard Copy Distribution to LTC Regional Directors

SIGNATURE



James R. Sawtelle, III
Vice President for Career & Technical Education