

## **Policy on Search & Screen Process for Upper-Level Management Positions**

The following sets of procedures are to be utilized when the College begins a recruitment and selection process for a dean-level position or above (Management Grade 37 or higher). These procedures should be used in coordination with the existing processes described in CCM's Search & Screen Guidelines.

### **I. Personnel Requisition and Authorization to Begin the Recruitment Process:**

- A. To begin the process for filling an existing vacancy, the Human Resources Department must have a completed Personnel Requisition and a current job description.
- B. The Board of Trustees has established a policy whereby they must grant the administration permission to recruit for Management positions. No recruitment or selection can occur before the approval of the Board of Trustees. The Personnel Committee of the Board of Trustees will review the updated job description, the rationale for filling the position, and the administration's projected starting salary (generally a starting salary range) for the successful candidate.

### **II. Recruitment:**

- A. The President's Cabinet has established a procedure whereby the College will advertise job openings for all professional level faculty positions. For upper-level management positions, the College will advertise in the Newark Star Ledger, the Chronicle of Higher Education, or other appropriate media. In addition, all job openings will be posted on PeopleAdmin.
- B. The College will provide a minimum of at least three work weeks from the date of the latest classified advertisement for potential candidates to apply.
- C. Applicants will be asked to submit a cover letter, resume, and a list of three professional references.
- D. The College will reimburse candidates selected for interviews for the cost of travel, lodging, and meals.

### **III. Selection:**

- A. The initial review of applicants will be conducted by a Search Committee. The Search Committee will be formed by the administrator to whom the vacant position reports. The Committee is responsible for forwarding at least three qualified candidates to the supervising administrator for consideration.
- B. Before inviting applicants to the campus for interviews it is suggested that the Search Committee conduct preliminary screening of potential interviewees. The Search Committee can contact possible interviewees by phone, or other means, to review some or all of the following areas:
  - 1. Confirm most recent job experience.
  - 2. Review availability for the position.
  - 3. Determine whether the candidates' salary expectations are within the College's parameters.
  - 4. Determine whether the Search Committee can contact references or

another person at the existing job site. Some candidates may wish to have their application be kept confidential at the initial stages of the selection process.

- C. As part of their review, the Search Committee will conduct interviews, check references, and consider the applicant's work experience and credentials. The Committee will then recommend, without any ranking, at least three candidates to the supervising administrator.
- D. The supervising administrator will interview the recommended candidates and conduct other background checks as part of their review process. Upon selecting a candidate, the supervising administrator will work with the Director of Human Resources to determine a recommended starting salary.
- E. Recommended candidates must be reviewed with the President before any offer can be made.
- F. At the discretion of the President, candidates for positions that have significant interaction with the Board, may be requested to meet with the Board of Trustees or a committee of the Board of Trustees.

#### **IV. The Offer and Board Appointment**

- A. It is imperative that the candidate is informed that the final authority to appoint and fix anyone's salary rests with the Board of Trustees. No appointment is final until the Board of Trustees approves it. Therefore, any offer of employment, salary, starting date, etc. is contingent upon the approval of the Board of Trustees.
- B. Besides discussing salary with the recommended candidate, there are several other pieces of information that the candidate may wish to consider. Benefits are a significant portion of the College's compensation package. The Human Resources Department is available to review the benefit package with the recommended candidate.
- C. Recommended candidates cannot begin work until after the Board has approved the person's appointment.