Instructions for Completion of the Request for Search for Applicants

I. Purpose:

This form is to be utilized to plan the search process including:

a. Recommendation of appropriate search committee composition
b. Recommendation of recruitment plan to reach the desired applicant population
c. Recommendation of recruitment measures to meet affirmative action goals
d. Establishment of the timeframe for search activities and appointment process

II. Process:

Once having gained administrative approval for filling a vacancy, the search chairperson (or responsible administrator) completes this form.

Step 1: For Section I on page 1, enter the actual position title, check the appropriate categories for status and enter the name of the last incumbent. If the position is not new but the last incumbent is unknown (perhaps the line has been reallocated), check with the Office of Human Resources (OHR). Make sure that you list the work unit or department in which the position resides.

Step 2: Still in Section I, page 1, the Office of Affirmative Action (AAO) will provide an indication of the College’s current “underutilization” status. Don’t guess about which box to check; call the AAO.

Step 3: If the salary has not been discussed with OHR, call before filling in the salary or range.

Step 4: Contact OHR if in doubt as to unit status of the position.

Step 5: The search chairperson or responsible administrator recommends composition of the search committee in accord with the policy of the Board of Trustees:

<table>
<thead>
<tr>
<th>Type of Vacancy</th>
<th>Composition of Search Committee</th>
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| Classified                 | Work Unit Head (search chair)\  
One other work Unit Employee|
| Faculty                    | Department Chair (search chair)\  
Division Dean               |
| Department Chair           | Division Dean (search chair)\  
Chief Academic Officer\  
One Faculty Member from the Department (Elected) |
| Non-Teaching Professional  | Supervisor (search chair)\  
President’s designee\  
One NTP from within the work Unit\  
One NTP from an Interacting work Unit\  
One Division Dean          |
NOTE: The preceding are minimum requirements for the composition of Search Committees. Additional committee members may be recommended to serve as appropriate. On occasion, the minimum requirements may be impossible to attain. For example, the College now has only two Division Deans and both have little time to serve on search committees. In this case, the College has a Dean review process and recommendations but not actually sit in on all interviews. As another example, the vacant position may be the only NTP “within the work unit” other than the supervisor. In this case, the College has a second “interacting work unit” NTP sit on the search committee. Where a problem with minimum composition exists, contact OHR for resolution.

The Affirmative Action Officer must assign a representative to sit on the search committee. Contact the AAO to obtain the name of a representative and the expected function of that representative in the search process.

Step 6: Section III on page 2 is to be completed through consultation with the AAO. If there is a goal in the area in which the vacancy exists, the AAO will work with the search chair to develop an outreach plan to increase the desired applicant flow.

Step 7: Section IV on page 2 is to be completed by the search chair. Note that college policy is at least a three week advertisement period for Classified and NTP searches, and at least a four week period for Faculty or DC searches. Leave enough time in the paper review period for documenting the disposition of every applicant for the vacancy. The projected position start-up date is always an educated guess subject to unexpected issues in the search process.

Step 8: The form is forwarded for signature by the appropriate parties listed in Section V on page 3.

Step 9: Upon approval of the plan by all signatories, OHR and AAO implement the recruitment/advertisement plan.

Step 10: All timely applicants are responded to by OHR and AAO to verify applicant status and to obtain necessary information about the applicant flow.

Step 11: Upon close date, OHR provides the search chair with a complete set of resumes/applications with an Applicant Log, job announcement and associated instructions. The Candidate Screening and Interview Report is on line.

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