D.02.02.01 (Procedure) Hiring Practices
Responsible Department: Talent Organization & Strategic Innovation
Based on Board Policy: D.02.02 - Hiring Practices
Approved: 12/19-23
Last Amended: 5-29-17, 6-23-22; 12-19-23, 2-20-24

The following procedures outline the steps involved in the hiring process for employees hired throughout the Alamo Colleges District including auxiliary/grant-funded positions. Those involved in the hiring process can access a menu of helpful links at: Alamo Colleges Hiring Resources

General Guidelines

Except as noted below, the following shall apply:

1. All regular full-time budgeted faculty and staff positions shall be posted internally, or both internally and externally, for a minimum of 10 calendar days. Hiring departments may increase the number of days a position is posted. Candidates applying during the posting period may be reviewed and interviewed before the end of the posting period.
2. Regular, budgeted administrator positions shall be posted for at least 30 calendar days.

Advertising a vacant or new position is not required if the position is:

1. part-time or is temporary and requires an employee immediately, as illustrated by, but not limited to, enrollment or advising employees and adjunct or substitute faculty;
2. a non-faculty position filled on an interim basis (see *Interim Positions*);
3. filled through reorganization or reassignment (see D.02.05) as approved by the Chancellor in accordance with pay administration regulations.

Faculty, administrators, and key staff may be selected with the assistance of an Advisory Screening Committee (sometimes referred to as a search committee). When an Advisory Screening Committee is utilized, the hiring manager will select committee members from the relevant College District community primarily representing the functions and populations with which the position will interact, and including members with subject matter expertise about the job to be performed. All Advisory Screening Committee members will complete the current online ACD Hiring Briefing module that is conducted by a qualified member of the TOSI (Talent, Organization & Strategic Innovation) team. The Hiring Briefing will provide information on relevant employment policy, legal and regulatory requirements; record retention protocols; confidentiality requirements; appropriate screening and interviewing criteria; balancing speed and quality of hires; and best practices for Advisory Screening Committees and hiring managers. All hiring managers and committee members must complete the online ACD Hiring Briefing (2024 or later) at least every two years.

If a hiring manager utilizes an Advisory Screening Committee, the committee is charged to:

- interview candidates from the provided pool that are most qualified; so as to,

provide an unranked list of the candidates who, in the estimation of the Advisory Screening Committee, are most qualified for the position based on the results of the interview and which the committee agrees are suitable for the position.The Advisory Screening Committee does not make hiring decisions. The committee's role is advisory to assist the hiring manager in the evaluation of the provided pool of candidates.

The hiring manager will:

- determine the pool of candidates to be considered by the Advisory Search Committee;
- specify how many unranked candidates the Advisory Search Committee should provide; normally 4-5;
- determine which candidates will ultimately be considered, based on but not limited to the advice of the Advisory Search Committee;
- forward candidates for any further consideration by successive levels of leadership, or other interviewers, as may be required;
- recommend the final candidate for hire.

Executive Search Firms

Positions

The Alamo Colleges District shall use executive search firms for a national search for the following positions:

1. Chancellor.
2. College Presidents.
3. Vice Chancellors.

The Colleges and DSO may also use executive search firms for the following positions:

1. Associate Vice Chancellors.
2. College Vice Presidents.
3. Deans.
4. District Directors.
5. Directors of highly specialized programs.
6. Executive Director of the Alamo Colleges Foundation

Process

TOSI is responsible for developing and maintaining a roster of approved search firms. When a search firm is to be used, TOSI shall normally solicit proposals from three search firms.

Guidelines for the search process using an executive search firm for the positions listed above are as follows:

1. TOSI shall post the specified position on the appropriate College and District websites and advertise the position in locations appropriate for the requirements of the position and community served by the college district. Names of all applicants shall be given to the executive search firm for screening; those qualified shall be included in the applicant pool. All advertisements will clearly identify the hiring College if the position is for a college.

2. The executive search firm shall provide a pool of highly qualified applicants representative of the population served within college district service area. Whenever possible, there shall be a minimum of 25 names in the applicant pool provided.
3. The hiring official for the specified position shall establish an Advisory Screening Committee that is representative of the population served within College District service area . All Advisory Screening Committee members will complete the ACD Hiring Briefing module, ACD Hiring Briefing, conducted by a member of TOSI and/or a similar briefing conducted by the executive search consultant. The Hiring Briefing will provide information on relevant employment policy, legal and regulatory requirements, including the obligation not to discriminate against potential hires on the basis of any protected category under applicable local, state or federal law, including, without limitation, race, color, national origin, ancestry, sex, gender, pregnancy, sexual orientation, transgender status, gender identity, gender expression, religion, creed, citizenship status, physical or mental disability, age, marital status, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), genetic information, and domestic violence victim status; record retention protocols; confidentiality requirements; appropriate screening and interviewing criteria; balancing speed and quality of hires; and, best practices for search committees and hiring managers.
4. This Advisory Screening Committee shall follow the established process of review and recommendation to the hiring supervisor.

Interim Positions

Guidelines for selection of individuals in temporary assignments and interim positions are as follows:

Faculty

1. Vacant full-time positions that must be filled on a temporary basis may be filled by the hiring of a full-time temporary faculty member (*Adjunct with Benefits*, as defined in D.02.05.01).
2. Full-time positions may not be filled by the hiring of full-time temporary faculty members for more than two years unless approved by the Chancellor. At the end of two years, the college President or designee must budget for a full-time tenure track faculty position or redistribute the load to part-time adjunct faculty.

Non-Faculty

1. An individual may be selected by the Chancellor, College President or designee to serve in an interim role when a position is vacant.
2. For interim assignments, compensation shall be handled in accordance with the compensation plan.

3. Any person who is selected for and accepts an interim assignment for the position of Chancellor shall not be eligible for consideration for the permanent position. This provision applies to interim assignments including but not limited to the titles of "Interim" and "Acting."

Full-time positions may not be filled on an interim basis for more than two years. At the end of two years, the college President or Vice Chancellor, as appropriate, shall budget for a regular position or redistribute the duties and eliminate the position.