

Hiring Practices

The President and appropriate Vice President have the authority to act upon the recommendation of the Human Resources office and authorize the employment of faculty, professional and classified staff. The Board will review the recommendation of the President regarding the employment of administrators. The Board will receive a brief informational report from Human Resources at each regular meeting identifying new .75 FTE or more employees, their position and qualifications.

Alternative Assignments for Employees

Employees may be reassigned or transferred, at will, to another position either at the request of the Vice President or the President. The job change will be discussed with the employee and reasonable advance written notice will be provided. Reasons may include that the special skills, abilities and expertise of the employee are needed elsewhere, the health of the employee requires such a change, to resolve a dispute, other management needs or at the request of the employee. This policy does not create seniority, layoff or recall rights for an employee. This policy does not apply to faculty.

Screening Committee

The screening committee's role is to select an applicant for recommendation of hire to the appropriate Vice President and President. This will be done with the assistance of the Human Resources office. The Vice President or designee will act as chair and, whenever possible, the committee will be made up at a minimum of one faculty, one professional, one classified and one student.

Before reviewing any applications, the screening committee will meet and agree upon the characteristics and qualifications they are looking for in the person to fill the position based on the related job description. (These characteristics and qualifications must be bona fide occupational qualifications and not discriminate against protected classes.) These characteristics will be used to create a matrix that all members will use to screen applicants to interview.

The Human Resources office screens applications to identify those applicants who meet the minimum requirements. Committee members will review the remaining applicant files using the matrix. The committee will then recommend candidates for interview to Human Resources. Human Resources will set up the interviews, provide interview questions and appropriate materials for the interview.

The committee members will individually rank each applicants' interview, and then discuss the final ranking amongst the group. Up to three names will then be submitted to the appropriate Vice President, who will forward the names to the President. The President reviews the files of those recommended and may request verification of references. The President then determines the candidate for hire. The President will also have the option of rejecting all names submitted and ask for a re-opening of the position.

The entire screening and hiring process is confidential in order to maintain the integrity of the screening process.

Full-time and .75 FTE or more Positions

All regular, .75 FTE or more positions will be filled using a screening committee process and advertised through the Human Resources office. A job announcement form will be completed by the hiring department and forwarded to Human Resources. Human Resources will review the requested wage to verify it falls within the wage schedule, and attach the job description. The information will be approved by the appropriate Vice President and the President before a job announcement is posted.

Head Coach positions will be advertised through Human Resources. A committee made up of the Vice President of Student Services, Athletic Director and one staff member will make the selection.

Temporary and Part-time Positions

Any temporary, seasonal, or interim position of less than one year and any position which works less than .75 FTE (1-29 hours per week) may be filled without advertising or working with the Human Resources Office. This includes faculty who work less than 55 percent of a regular full-time academic year workload.

Internal Applicants

The College is interested in promoting a current employee rather than hire from the 'outside'. Therefore, the College has adopted an 'internal applicant' process. Internal applicants will be given first consideration in the selection process, assuming they meet the minimum qualifications of the position as advertised. However, nothing in this policy shall prohibit the College from announcing a position internally and externally at the same time due to unusual circumstances or an urgency to fill the position, or from appointing a current employee to a position without opening the job to the campus or the public.

The Human Resources office will accept letters of interest from internal applicants for the period of designated days. If there is no letter of interest from internal applicants, the position will be advertised publicly.

"Internal applicants" as referred to above shall be defined as follows:

1. Any TVEA member who instructs 55 percent or more and a current member of the TVEA bargaining unit, and any full-time instructional staff contracted to teach exclusively at the Snake River Correctional Institution work site who has been working at least 6 months;
2. Any current annually contracted professional support staff or administrator who is .75 FTE or more who has been working at least six months;
3. Any current classified staff who is .75 FTE or more who has been working at least six months; or
4. Temporary and part-time employees shall not be considered internal applicants;

5. Exceptions may be made in cases when a less than .75 FTE employee has been employed on a continued basis for the equivalent of 6 months of full-time employment (e.g., 24 credits or 1040 hours).

Administration may ask the screening committee to:

1. Hold interviews and recommend a candidate be hired; or
2. Request that the position be advertised publicly; or
3. Administration may appoint an employee into the position.

Faculty Recruitment

This policy does not apply to any full-time instructional staff positions contracted to teach exclusively at the Snake River Correctional Institution.

When a vacancy occurs for a 55 percent or more TVEA faculty position, the department reviews and revises the position description for approval by the Vice President of Academic Affairs. The position description is submitted to Human Resources along with the Job Announcement form, and then to the Administrative Team and President for authorization to advertise.

The screening committee is named by the Vice President of Academic Affairs in consultation with the appropriate department(s). The committee is at a minimum comprised of a faculty representative of the discipline (area), a faculty representative at large, a non-teaching representative, and when possible, a student. More members may be added to maintain a balance but should not exceed seven.

Before reviewing any applications, the screening committee meets and agrees upon the characteristics and qualifications they are looking for in the person to fill the position. (These characteristics and qualifications must be bona fide occupational qualifications and not discriminate against protected classes.) These characteristics will be used to create a matrix that all members will use to screen applicants to interview.

The Human Resources Office screens applications to identify those applicants who meet the minimum requirements. Committee members will review the remaining applicant files using the developed matrix. The committee will then recommend candidates for interview to Human Resources. Human Resources will set up the interviews, provide interview questions, and appropriate materials for the interview.

The committee members will individually rank each applicant's interview, and then discuss the final ranking amongst the group. Up to three names will then be submitted to the Vice President of Academic Affairs, who will forward the names to the President. The President reviews the files of those recommended and may request verification of references. The President then determines the candidate for hire. The President will also have the option of rejecting all names submitted and ask for a re-opening of the position.

Preference to Veterans

A veteran of the United States military service (including Reserves) who has been honorably discharged will receive the following preferences in hiring decisions at the time of submitting the application: 1) the accumulating military service will satisfy a requirement of a high school diploma or equivalent; 2) if the military service was at the rank of a commissioned officer, that service will satisfy a requirement for two years of supervisory experience; and 3) an honorable discharge shall satisfy a requirement for one letter of recommendation from a past employer. The applicant would be required to provide appropriate documentation at the time of submitting the application.

Definitions

“Accumulating military service” is 178 consecutive days or more and honorably discharged, or 178 days or less and honorably discharged because of service-connected disability or one day in a combat zone and honorably discharged.

“Appropriate documentation” is the DD Form 214/215.

“Commissioned officer” is the officer in command/authority of the military unit.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[OAR 581-021-0045](#)

Job York v. Portland Sch. Dist., No. FDA 83-7 (August 1983).

Cross Reference(s):

GAA - Employee Group

GAB - Position Descriptions