



TITLE	NUMBER	PAGE
<b>Lansing Community College Adjunct Instructor Hiring Process</b>	<b>HRPR5000A</b>	1 of 7
	VERSION	DATE REVISED
	<b>Final</b>	<b>04/8/2013</b>

## Hiring Process

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### Purpose

The purpose of this procedure is to define the necessary steps for hiring adjunct instructors at Lansing Community College.

### Distribution

This hiring procedure is distributed throughout all departments of LCC

### Definitions

HR: Human Resources; includes Executive Director, HR Employment Manager, and HR Employment Assistant

### Responsibilities

Responsibilities for this procedure are shared among the following departments: Financial Services/Budget Office, the Department Hiring Supervisor, and Human Resources (HR)

### Related Documents

(Forms are located in the HR Public Workspaces under Adjunct Hiring Process; as well as [www.lcc.edu/hr](http://www.lcc.edu/hr) under Employment / Careers)

HRF5003      Position Request Form: New and Replacement

HRF5012      Reference Check Questionnaire

HRF5013      Adjunct Instructor Job Description Template

HRF5014      Disclosure and Authorization Form

### Ownership

The Executive Director of Human Resources is responsible for ensuring compliance with the hiring process



TITLE	NUMBER	PAGE
<b>Lansing Community College Adjunct Instructor Hiring Process</b>	<b>HRPR5000A</b>	2 of 7
	VERSION	DATE REVISED
	<b>Final</b>	<b>04/8/2013</b>

**REVISION HISTORY**

<u>DATE</u>	<u>PAGE NO.</u>	<u>VERSION #</u>	<u>INSTRUCTIONS/COMMENTS/REASONS</u>



TITLE	NUMBER	PAGE
<b>Lansing Community College Adjunct Instructor Hiring Process</b>	<b>HRPR5000A</b>	3 of 7
	VERSION	DATE REVISED
	<b>Final</b>	<b>04/8/2013</b>

## LCC Hiring Process

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### Instructions

#### 1. GENERAL

- A. This hiring process applies to the recruitment and filling of all adjunct instructor positions at the College
- B. The hiring process identifies the role of the Budget Office, the role of the Department Hiring Supervisor , and the role of Human Resources (HR)
- C. HR will provide both oversight and support to the department hiring supervisor throughout the hiring process

#### 2. PROCEDURE

##### A. New Adjunct Instructor Positions:

- 1. Department hiring supervisor creates a job description, utilizing the official adjunct instructor job description template
  - a. Completed job description is sent, electronically, to HR for classification
    - i. HR works with the bargaining groups to classify the position and then notifies department hiring supervisor or designee of appropriate classification
- 2. Department hiring supervisor or designee contacts the Budget Office and confirms that budget exists to fund the position
- 3. Department hiring supervisor or designee completes the Request for Position Approval: New and Replacement Form and secures the Dean's signature (only Dean's signature needed for these positions)



TITLE	NUMBER	PAGE
<b>Lansing Community College Adjunct Instructor Hiring Process</b>	<b>HRPR5000A</b>	4 of 7
	VERSION	DATE REVISED
	<b>Final</b>	<b>04/8/2013</b>

- a. Approved form must be sent to HR
  - b. Upon receipt of the approved form, HR forwards the form to the Budget Office for processing
4. The Budget Office, upon receipt of the approval form, creates the position in Banner
- a. The Budget Office notifies HR and the hiring supervisor regarding any issues related to position funding
  - b. Once funding issues are resolved, the Budget Office notifies HR and the department hiring supervisor, via email, of the position number

**PROCEED TO SECTION C**

**B. Replacement Adjunct Instructor Positions:**

1. Department hiring supervisor or designee completes the Request for Position Approval: New and Replacement Form and secures the Dean’s signature (only Dean’s signature needed for these positions)
  - a. Approved form sent to HR, accompanied by an updated job description. Any updates are to be highlighted on the document

**PROCEED TO SECTION C**

**C. Process Upon Obtaining New or Replacement Position Approval:**

1. HR authorizes the department hiring supervisor or designee to begin the recruitment process
2. Department hiring supervisor or designee creates the posting in PeopleAdmin and submits it to the “Initial HR Approver” located under “Take Action” on the posting; sends email notifying HR that posting has been created
  - a. HR reviews the job posting for accuracy
  - b. As appropriate, HR will add “regular, provisional, or temporary” to postings prior to it being activated in PeopleAdmin
    - i. Positions paid out of the general fund for indefinite period – “regular”
    - ii. Positions paid 50% or more from external funds – “provisional”
    - iii. Positions paid from general fund for period less than 12 months – “temporary”
    - iv. Positions paid from external/grant funds – “temporary/grant funded”



TITLE	NUMBER	PAGE
<b>Lansing Community College Adjunct Instructor Hiring Process</b>	<b>HRPR5000A</b>	5 of 7
	VERSION	DATE REVISED
	<b>Final</b>	<b>04/8/2013</b>

- c. HR adds or edits posting specific questions, based on the minimum required qualifications for the position
    - i. All applicants being considered for the position **MUST** possess the required qualifications before interviews are granted and job offer extended
    - ii. HR must approve all candidates selected for interview, prior to interviews being scheduled and conducted
  - d. HR submits job postings to Star Alert to be advertised to the campus community
    - i. This constitutes notification to faculty union
  - e. HR advertises the job posting on external sites
    - i. Michigan Talent Bank (for all adjunct instructor postings)
    - ii. CareerBuilder.com and other specialized sites, as requested by departments
3. Department hiring supervisor must complete the following:
- a. Establishes search committee
    - i. Notifies HR of the names of the search committee members
      - 1. The faculty union can also add additional members; however, the total number of interviewers should not exceed five members
    - ii. Upon notification of the committee members, HR will assign two search committee trainings to their Learning Management Systems (LMS) account
      - 1. Trainings are effective for 12 months from date completed
  - b. Along with other committee members, screens applicants against job posting required qualifications
    - i. Prior to scheduling interviews, forwards the proposed interviewees' list and interview questions to HR for review and approval
    - ii. HR reviews and addresses any issues prior to approving the list of interviewees and then notifies department hiring supervisor when they can schedule interviews
  - c. Schedules and conducts interviews
    - i. Upon approval from HR, department hiring supervisor or designee schedules the interviews, including posting of the schedule within the department or program
    - ii. Once interviews are completed, conducts reference checks on recommended candidate(s), using the approved reference check questionnaire form
    - iii. Consults with HR to determine accurate pay rate



TITLE	NUMBER	PAGE
<b>Lansing Community College Adjunct Instructor Hiring Process</b>	<b>HRPR5000A</b>	6 of 7
	VERSION	DATE REVISED
	<b>Final</b>	<b>04/8/2013</b>

1. Adheres to appropriate part-time faculty salary schedule
2. Completes the Part-time Faculty Salary Pay Rate Sheet
- d. Extends contingent job offer via email with disclosure and authorization form as an attachment. The HR Employment Manager and Employment Assistant are copied on this email
  - i. Copies of the contingent and official job offer email templates, along with the disclosure and authorization form are located on the HR Public Workspaces – Adjunct Hiring Process Folder
    1. The prospective employee must complete the disclosure and authorization form and send to HR for processing. **NOTE:** Employee can not start in the position until after results are received from criminal background check
    - ii. Upon receipt of the signed and completed disclosure and authorization form from the prospective employee, HR conducts the criminal background check
      1. Results are available within 2 to 3 business days after processing
      2. If the results do not reveal a criminal history, HR will notify the department hiring supervisor that they can extend the official job offer
    - iii. Department hiring supervisor makes the official job offer to employee, including sending the official job offer via email with copy to the HR Employment Manager and Employment Assistant
    - iv. All negative criminal history results will be reviewed by the Executive Director of HR, along with other members of the HR Leadership Team to determine appropriate action
      1. HR will communicate with the employee to obtain the specifics about the results, prior to rendering a final decision
      2. HR will notify the employee and department hiring supervisor whether an official job offer will be extended
- e. Department hiring supervisor or designee must regret all interviewees who were not offered the position
  - i. Updates candidates' status in PeopleAdmin
  - ii. HR should be notified with any questions or concerns
- f. Department hiring supervisor or designee completes the HR Action Form and sends to HR for processing



TITLE	NUMBER	PAGE
<b>Lansing Community College Adjunct Instructor Hiring Process</b>	<b>HRPR5000A</b>	7 of 7
	VERSION	DATE REVISED
	<b>Final</b>	<b>04/8/2013</b>

- g. Department hiring supervisor or designee submits all search materials to HR for retention in the official position search file
  - i. Search files must be maintained for a minimum of seven (7) years
  - ii. All requests for Freedom Of Information Act (FOIA) must be submitted to the Director of Risk Management

**Other Information**

1. Approval to conduct a search can be rescinded at the discretion of the Executive Director of HR with consultation of the President, Sr. Vice President of Finance, Administration and Advancement and/or Sr. Vice President for Academic Affairs
2. Positions posted for one calendar year will be closed by HR
  - i. HR notifies the department hiring supervisor or designee one month prior to closing the position to allow time for reposting
  - ii. Department hiring supervisor may follow the hiring process to repost
3. Exceptions to this process will be handled on a case-by-case basis and must be approved by the Executive Director of Human Resources