

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

TITLE: Faculty Recruitment and Selection	NUMBER: 05-00AP
AUTHORITY: Florida Statute: 1001.64 , 1001.65 Florida Administrative Code: 6A-14.0247	SEE ALSO: <ul style="list-style-type: none"> • Board Policy 5-00 • College Equity Plan • Faculty Credentials Manual • Faculty Recruitment and Hiring Guide • Request to Advertise Form • SACS Principles of Accreditation
UPDATED: May 29, 2013	

The goal of Faculty Recruitment and Selection is to seek a diverse and well qualified group of candidates that will best meet the needs of the College. Annually, the faculty recruitment process begins in late September/early October. For more specific details on the necessary requirements for the faculty recruitment and hiring process please refer to the [Faculty Recruitment and Hiring Guide](#).

A. ADVERTISING FACULTY VACANCIES

After the faculty hiring needs have been approved by the Provost and Vice President for Academic Affairs (Provost) and President, each academic division must submit a [Request to Advertise form](#), completing all necessary fields and obtaining the Provost’s signature prior to faculty vacancies being advertised.

An advertisement plan is prepared in the Office of Academic Affairs based on the faculty vacancy disciplines being advertised and includes both print and online posting. Popular journals or job posting boards are a part of this plan including media such as Chronicle of Higher Education, Hispanic Outlook, and Diverse. Advertisements can also be placed on, and in, more

discipline-specific job boards and journals (e.g., American Nurses, American Psychological Association).

Advertisement in local papers and online job boards such as Career Builder are also used to post faculty vacancies. The Office of Academic Affairs should be informed of local and state online and print areas for faculty vacancy postings.

Each department must include a minority recruitment plan as part of the advertising process.

Annually, the Provost will seek input from the Faculty Senate regarding the advertising strategies and materials to be used in the search process.

B. SEARCH AND SCREENING COMMITTEE

Tallahassee Community College maintains diversity and balance in the gender and ethnic composition of the screening committee for each position. The procedures used for ensuring balanced and diverse membership on screening committees include:

- a. The hiring authority's recommendation of persons to serve on the committee and the person that will serve as committee chair of the committee
- b. The Provost's approval of the recommended committee.
 - It is the responsibility of the hiring authority to ensure that committee composition includes minority representation. Committee size may be from three to seven members (larger committees must be approved by the hiring authority) excluding non-voting or ex-officio members.
 - Committees must reflect a strong representation of both women and minorities in support of the College's equity goals and strategies to recruit and maintain a diverse population of faculty employees.

C. FACULTY CREDENTIALS REVIEW - PROCEDURAL GUIDELINES

Procedures, forms, and general information regarding the credentials of faculty must be consistent with the [Southern Association of Colleges and Schools \(SACS\) Principles of Accreditation](#), Comprehensive Standard 3.7, Faculty. The College maintains a Faculty Credentials Manual with approved credentials; advertisement of minimum requirements must align with the descriptions listed within the manual. For additional information regarding the specific requirements for selecting qualified faculty members please refer to the [Faculty Credentials Manual](#) and the [Faculty Recruitment and Hiring Guide](#).