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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

Title: **EMPLOYMENT OF FULL-TIME FACULTY**

Code: **CC0501**

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**Policy Reference: C0503-2, Employee Recruitment, Hiring, and Training; B0901, Travel and Expense Reimbursement**

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Milwaukee Area Technical College will employ faculty who best meets the needs of the district and whose qualifications will enable the college to effectively carry out its educational mission. Recruitment, screening, and selection procedures will adhere to applicable state and federal equal opportunity laws, executive orders, Wisconsin Technical College System Board (WTCSB) certification requirements, North Central Association of Colleges and Schools (NCA) accreditation requirements, and any applicable labor/management agreements including, but not limited to, college Collective Bargaining Agreements and Memoranda of Understanding.

I. Requisition Process

- A. Recruitment action will begin when Human Resources has received an approved Position Requisition.
- B. If the position is underutilized, based on the availability statistics, Affirmative Action will advise Human Resources.

II. Recruitment

- A. Human Resources, in cooperation with the hiring authority, will be responsible for producing an accurate job description. After the job description has been approved, Human Resources and the hiring authority will complete a Recruitment and Screening Schedule. This will indicate: date of posting, application deadline, additional criteria for application screening, recruitment sources, and date interviews will commence. Human Resources will be responsible for placing the advertisements and posting the job announcements in-house, with outside colleges, agencies, community-based organizations, and with other appropriate sources.
- B. Human Resources and Affirmative Action will analyze applicant flow data to determine whether protected class persons are adequately represented. In those instances where protected class persons are not adequately represented, additional recruitment efforts may take place. Human Resources will inform Affirmative Action of the extent of any additional recruitment efforts.

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Approving Authority:

Vivian Joyner  
Associate Vice President  
Human Resources and Labor Relations

Date: 2/11/99

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- C. Every applicant will be required to complete and file an application form with Human Resources in order to be considered for employment. Applications filed after the application deadline will not be considered unless otherwise indicated in the Recruitment and Screening Schedule.

### III. Screening

#### A. Review of Applications

1. Human Resources and Affirmative Action will review all applications to determine which meet the minimum posted requirements. Only applicants meeting the minimum posted requirements of the position, including NCA accreditation credentialing, and WTCSB eligibility for certification will continue to be considered. These applicants will then be reviewed by the hiring authority who will select no more than ten applicants for interviews.
2. Selection for interviews will be based upon the following: job-related information contained on the application form, and criteria for screening outlined on the Recruitment and Screening Schedule.
3. Internal applications for transfer will be processed in accordance with the procedures included in the collective bargaining agreement.

### IV. Interviews

- A. Concurrent with the approval of the Position Requisition form, the hiring authority will draft interview questions designed to elicit objective, job-related information about an applicant's ability to successfully perform the requirements of the position. Final copies of the interview questions will be reviewed and approved by Human Resources. Human Resources will be responsible for arranging all interviews.
- B. Interviews will be conducted by a screening committee comprised of: two associate deans (academic and campus team leaders), administrator(s), faculty representative(s), and an advisory committee representative. The role of the screening committee is advisory only and will be to recommend three to five candidates for interview by the academic deans, campus team leaders, and executive vice president.

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- C. An individual will be selected to serve as chairperson for the screening committee. This individual will be responsible for leading the interview process and serving as the liaison with Human Resources.
- D. If none of the individuals interviewed proves acceptable for employment, the existing applicant pool will be reviewed for additional qualified candidates. If the applicant pool has been exhausted of qualified candidates, Human Resources may reopen the recruitment process.

#### V. Employment Offer

- A. The hiring authority will present Human Resources with the application of the person who is recommended for hire. Human Resources will conduct appropriate employment verifications, determine the starting salary in accordance with the labor agreement, and initiate a Payroll/Employment Authorization form. The hiring authority may conduct appropriate personal reference reviews.
- B. All appropriate documents must be submitted and verified (i.e. transcripts, certification) before the successful candidate commences work.
- C. Hiring approval must be received from the executive vice-president before an employment offer is made. Human Resources will offer the successful candidate the position and determine the appropriate starting salary in accordance with the labor agreement.
- D. All employment offers will be made with the understanding that they are subject to final approval of the MATC Board.

#### VI. Employment Documents

With the selection process complete and an employment offer accepted, all application, interview, and log materials will be returned to Human Resources within 24 hours. All employment documents are considered confidential and will remain part of the position recruitment file for three years.

#### VII. Recruitment Expenses

Travel. Expenses related to recruitment travel will be reimbursed in accordance with Administrative Regulation and Procedure CC2101, Recruitment Travel Guidelines, and BB0900, Reimbursement of Expenses for Applicants Invited for a Job Interview.