

SCHOOLCRAFT COLLEGE

18600 Haggerty Road, Livonia, Michigan 48152-2696

HIRING FULL-TIME SALARIED PERSONNEL

1. Authorization to fill regular positions shall be pursuant to Procedure 4210.1. By receipt of an approved job posting, the Human Resources Office is informed of a vacancy.
2. The Human Resources Office prepares, posts, and distributes the job posting (including notification to the bargaining unit, where appropriate). An ad may be placed in the standard publications for that employee group and others specific to the position.
3. The Human Resources Office receives all applications, transcripts, and other materials via the online application system.
4. After the closing date, complete applications are reviewed by the appropriate administrator and the Executive Director of Human Resources (or designee) to determine whether each candidate is minimally qualified.
5. Posted qualifications for faculty positions generally exceed minimums. The minimum qualifications for faculty are as follows:
 - a. For teaching in a general education area or a non-occupational area, a Master's degree or higher in the discipline or subfield is required. If a degree is held in another discipline or subfield, faculty member's transcript must show 18 graduate credit hours in the discipline or subfield in which they would like to teach. Note: Subfield is defined as discipline courses that require a specific level of educational knowledge in that particular area.
 - b. Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs should hold a bachelor's degree in the field and/or a combination of education, training and tested experience. Tested experience may substitute for an earned credential or portions thereof. Schoolcraft College will determine that a faculty member is qualified based on experience that the institution determines is equivalent to the degree it would otherwise require for a faculty position. Tested experience must include a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.

- c. Prior experience as an instructor, as a counselor, or librarian is required for application; two (2) years of experience minimum for career programs.
6. The applications of qualified candidates (and, if so desired, the group of applicants initially determined to be unqualified) are reviewed by an established Selection Committee. The Committee prepares a list of those candidates to be interviewed.
7. Interviews with selected candidates are scheduled by the Human Resources Office.
8. After the interviews are completed, the Selection Committee selects finalists to recommend to the appropriate administrator. All search materials are returned to the Human Resources Office.
9. The appropriate administrator recommends a finalist to the appropriate executive administrator. If concurring, the executive administrator's recommendation is forwarded to the President.
10. If the President concurs, the Executive Director of Human Resources will issue a letter of intent to employ. Upon receipt of satisfactory results of the finalist's references, background checks and the College pre-employment physical examination and acceptance of the offer of employment, the applicant shall be issued a contract.
11. The Human Resources Office will complete its new employee orientation, including benefits enrollment, and provide other necessary forms and information.
12. The Executive Director of Human Resources (or designee) will notify all unsuccessful applicants of the employment decision.

Adopted—Cabinet
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