

**Great Basin College**  
**FACULTY SENATE 2020-2021**  
**Friday, March 19<sup>th</sup>, 2021**

Bluejeans link: <https://bluejeans.com/808084497?src=htmlEmail&flow=joinmeeting>

**AGENDA**

- 1. Roll Call**
- 2. Call to Order**
- 3. Updates from President Helens**
- 4. Updates from Vice President of AA/SA, Jake Hinton-Rivera**
  - a. Information on Student Award Ceremony, Ryan Hathaway & Chantell Garcia
  - b. PTK update, Lynette Macfarlan and officers
  - c. PeopleSoft system change, Jennifer Brown
- 5. Update from Vice President of BA, Sonja Sibert**
- 6. Senate Chair Report:** Verbal, Written
- 7. Approval of Minutes:** ACTION
- 8. Standing Committee Reports:**
  - a. Academic Standards & Assessment.....Written Report
  - b. Bylaws.....Written Report
  - c. Compensation & Benefits.....Written Report
  - f. Curriculum Review.....Written and Verbal Report
  - g. Distance Education.....Written Reports (December minutes are now on the website)
  - h. Gen Ed Committee.....Written Report
  - i. Personnel.....Written Report and Action Item
  - j. Strategic Planning, ad hoc.....No Report
- 9. Unfinished Business:** Information Only
- 10. New Business:**
- 11. Information Items:**
  - a. Curricular Review Status
  - b. FS Vice Chair Nominations, in April
  - c. Committee Assignments for 21-22- Kevin Seipp
- 12. Announcements:**
  - a. Twitter accounts you should follow: Amy Pason, UNR (@AmyPason) and Laura Nauman, NSC (@laura\_naumann)
  - b. Theater Audio Production of *Arsenic and Old Lace*.
  - c. April 2<sup>nd</sup>, PTK Food Drive- Bring your food that morning!
- 13. Good of the Order:**
  - a. Congratulations to our new tenured faculty:
    - i. Professor David Ellis, Paramedics
    - ii. Professor Denise Padilla, Elementary Education
    - iii. Professor Oscar Sida, Human Services

14. **Adjournment**..... Action

**Great Basin College**  
**FACULTY SENATE 2020-2021**  
**9 am Friday, February 19<sup>th</sup>, 2021**  
BlueJeans connection only.

**MEETING MINUTES**

**1. Roll Call – Call to order:**

**Voting Representatives:** Nicholas Cooley, Brandy Nielsen, Thomas Bruns, Diane Wrightman, Laura Pike, Kurt Overall, Gerardo Wence-Munoz, Eleanor O'Donnell, Justine Stout, Eric Walsh, Daniel Murphree, David Sexton, Jennifer Brown, Ryan Hathaway, Jennifer Steiger, Lynette MacFarlan, Tim Beasley

**Absent Voting Members:** Matt Nichols, Daniel Bergey, Emily Bailey

**Other Members Present:** Susanne Bentley, Evi Buell, George Kleeb, Glen Tenney, Kevin Seipp, Madison Arbillaga, Pat Anderson, William Brown, Jennifer Sprout, Xunming Du, Lynne Owens, Pete Bagley, Milinda Wassala, Arysta Brick, Jennifer Koopman, Angie deBraga, Brenda Gonzales, Denise Padilla, Brian Zeiszler, Donald Jones

**2. Updates from President Helens:** The Board of Regents Sustainability sub committee met on February 18<sup>th</sup>. Several ideas were presented during the meeting. GBC will do a metrics presentation to the Board of Regents in April. The accreditation has been successfully completed.

**3. Updates from Vice President Rivera:** Enrollment has been steady; we are still down about 1.6%. Fall registration will be happening soon.

- a. Jennifer Brown update from admissions and records and advisement: Admissions will be closed from 3 - 5pm on February 26, March 12, and March 26<sup>th</sup> for training. February 26<sup>th</sup> from 1 – 3pm the GBC corequisite task force will be hosting a webinar discussing corequisite implementation.

The advising and retention committee includes 10 members that are representative of various student affairs and faculty members. The committee has been meeting and assessing how the goals of the strategic enrollment plan are being met. There have been 3 goals identified for the spring semester: a retention plan, training, and creating a webpage for Advising.

**4. Senate Chair Report:** Verbal, Written  
Leadership Council met December 21<sup>st</sup>. Council of Chairs will meet again in a couple of weeks before the 4<sup>th</sup> and 5<sup>th</sup> of March. The full Faculty Senate Chair report will be uploaded to the Faculty Senate web page under the February meeting minutes and packets.

**5. Approval of Minutes:** ACTION  
Tom Bruns moved to approve the meeting minutes of December 18,2020. Laura Pike seconded the motion. Motion passed.

- 6. Standing Committee Reports:**
- a. Academic Standards & Assessment.....Written Report
  - b. Bylaws.....Written Report
  - c. Compensation & Benefits.....No Report
  - d. Curriculum Review.....Written and Verbal Report  
Curriculum review has updated the forms used to change, add, or inactivate courses. The updated forms are on the Curriculum Review web site. The order of the process has changed as well. Forms will move from Curriculum Review to the Dean, and then the Vice President for approvals. This process is currently being streamlined and may change in the future.
  - e. Distance Education.....No Report

- f. Gen Ed Committee.....Written Report
- g. Personnel.....No Report
- h. Strategic Planning, ad hoc.....No Report

**7. Unfinished Business:** Information Only

**8. New Business:**

**9. Information Items:**

- Classified Council update: Thank you for participating in the Valentine's Day grams.
- Written report from Continuing Education advisory board: Report is in the packet.
- Diverse Population Task Force: The name has been changed to IDEAS: Inclusivity, Diversity, Equity, Access, Sustainability. The task force is working on the structural components and getting the groundwork laid.
- NFA Legislative updates: The GBC NFA Chapter members met to discuss the future. The reduction of Healthcare benefits is a concern. The GBC chapter will be having an open meeting for all teaching and Administrative Faculty. The GBC chapter of NFA is considering and researching collective bargaining.

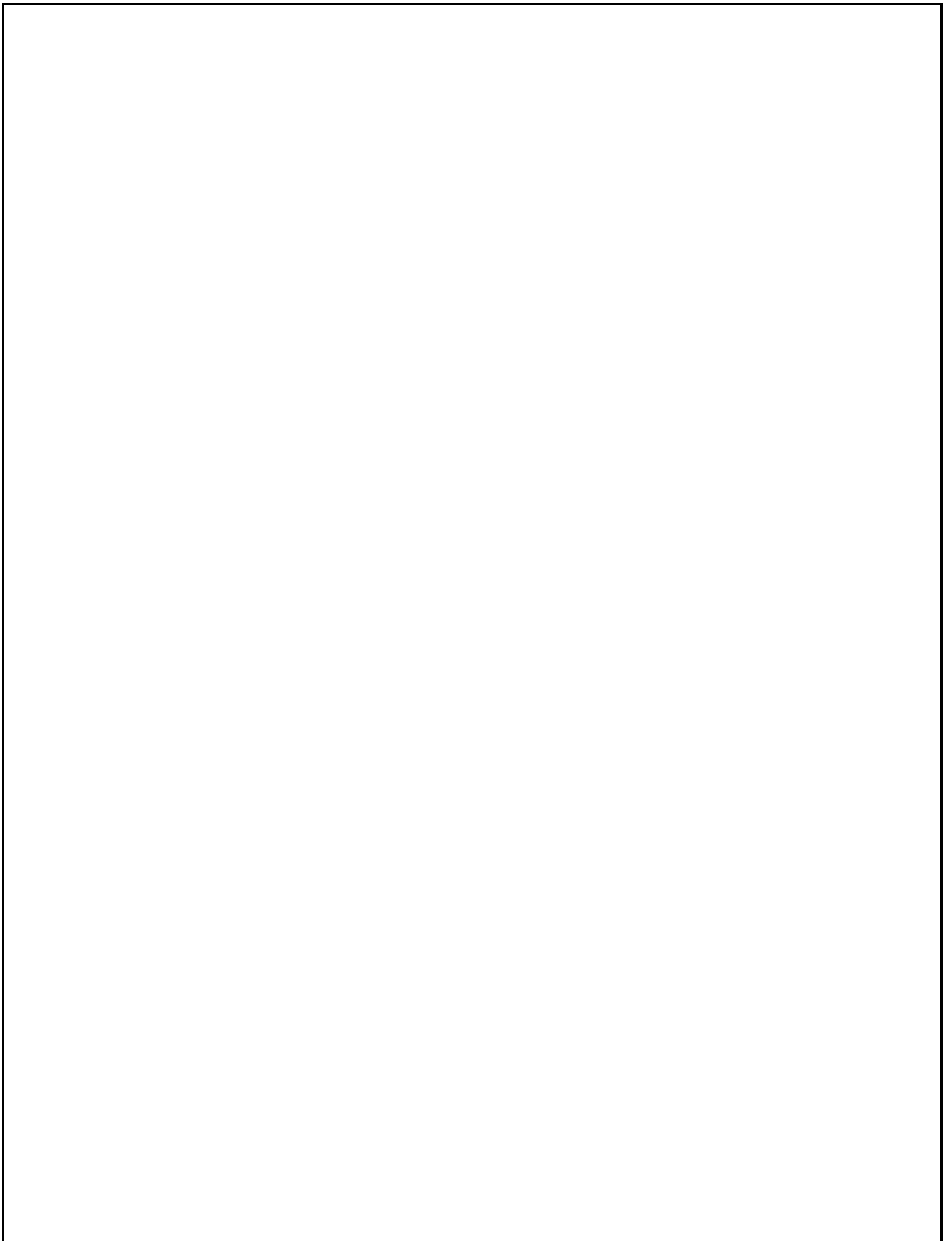
**10. Announcements:**

Food Drive: PTK is joining forces with NASA (Native American Student Association) and SGA to have a food drive on April 2<sup>nd</sup> from 9 until 1 pm. In front on the theater on circle drive. The donations will go to Head Start of Northeastern Nevada and Communities in Schools. All volunteers will be masked and wearing gloves.

Financial Aid and the Nevada Promise Scholarship need mentors.

**11. Good of the Order:**

**12. Adjournment..... Action**



## Academic Standards and Assessment Committee Report

Online Meetings: February 25 – March 5 and March 9

### Members who voted:

Mike Whitehead

Ronald Straight

Stacy Crouch

Daniel Murphrey

Eric Andersen

Susanne Bentley, chair

### Members who did not respond:

Dorothy Callender

Reme Huttman

Kurt Overall

Alex Kiehn

The committee met asynchronously from February 25 through March 5 to review three applications for nontraditional credit.

Committee members determined that each application was missing essential information. Students did not indicate how work or nontraditional learning met specific course outcomes for the course(s) for which they sought credit.

On March 9, a unanimous vote of the committee who responded to Chair Bentley's request decided to send the applications back to the students and request that students resubmit and include the following;

- A syllabus showing the learner outcomes and the measurement of each outcome for each class for which the student is requesting credit

- A review of the application from the chair of the department approving experiential credit for each specific class
- A recommendation from the instructor who teaches each class detailing the coursework's major assignments
- A line-by-line explanation showing how specific work experience or education from a non-regionally accredited institution meets the requirements for each of the major assignments and learner outcomes for each class for which the student is requesting credit

The committee's response also referred students to page 27 of the current GBC Catalog for details on granting nontraditional credit.

Respectfully submitted by Susanne Bentley

Academic Standards and Assessment Committee Chair

March 16 2021

## **GBC Bylaws Committee**

Meeting Minutes

March 4, 2021

Email meeting due to time constraints

Members: Kevin Seipp (Chair), Brian Zeiszler, Justine Stout, Laurie Walsh

Discussion of restructuring of departmental votes and how departments are grouped for equitable distribution of voting rights.

- Focus for Spring 2021 semester
- Laurie drafted document to explain reorganization to departments, and Senate.
- Bylaws committee will continue meeting and strategizing for this modification to the Bylaws.
- Draft will be presented to the Senate during the April Faculty Senate meeting for questions, concerns, suggestions, etc.

Meeting adjourned.



### 3/12/2021 Compensation & Benefits Committee – Written Report

The Compensation & Benefits Committee through a predetermined subcommittee will continue to develop equitable options to replace the online multiplier with an estimated time frame to present the equitable options to Jake Rivera-Hinton, VPSAA and the Deans in the next few weeks followed by a presentation to the Faculty Senate in April 2021.



## Distance Education Committee

Meeting report 23 November 2020

Meeting started at 11:15 AM – met via Zoom

The primary focus of this meeting was a discussion about including the Distance Education Committee in the GBC Faculty Senate Bylaws as a standing committee.

Karl had not gotten the previous version of the committee section of the Bylaws which Donald had sent to the members of the committee in September.

There was discussion about whether to meet with the Bylaws Committee about the inclusion of this committee in the Bylaws. Question: should the committee be classed as an advisory group instead? If this was an advisory group, there would need to be recognition of Faculty Senate service on the advisory group.

Why the Distance Ed committee removed from the Bylaws? One of the reasons was the decision that administrative staff should take care of their individual responsibilities (instead of committees doing that work).

One of the responsibilities of this committee should be to enable a broader discussion among administration and faculty regarding policies and procedures for distance education.

A request was made to reach out to the Bylaws Committee to find out the difference between an advisory group and a standing committee. (Response: The standing committees must report to the faculty senate since they are ones that impact all faculty and yes, are under the guide of the FS bylaws concerning number of meetings, etc. Advisory groups or boards have very specific areas that they are addressing and don't necessarily affect all faculty. So most of their information is not needed to be shared with faculty senate. Maybe occasionally when it is something that has general interest to faculty.)

Looking at the previous version of the Bylaws, item #3 “makes recommendations” should be included in the new verbiage.

Also, there was discussion that the distance education policy should be updated to include a note that if an instructor uses something other than what is “standard” at GBC, that instructor should be responsible for making sure that the non-standard item/service works.

As a continuation of the above, there was discussion of the multitude of interactive systems that are in use (Big Blue Button, BlueJeans, Cranium Café, Zoom, Google Hangouts/Meet, Microsoft Teams). A question was raised about the possibility of using Zoom instead of Big Blue Button.

Karl mentioned that our license for Big Blue Button is for 3 simultaneous uses, but GBC recently had up to 11 simultaneous and so had to pay overage charges for the excess use.

A request was made to get a comparison of the various systems regarding pricing and capabilities.

Also mentioned was the new strategic plan effort and whether the Distance Education Committee will need to put forth any recommendations or time toward that effort.

**General Education Committee Report**  
**Meeting March 8, 2021, 3:15-4:30**

Present: N. Cooley, E. Hawkley, D. Murphree, B. Nielsen, D. Padilla, L. Walsh, M. Doucette (ex-officio)  
Guests: G. Tenney, B. Zeiszler

The committee and guests discussed the flow of review and approvals for general education courses and regular courses in order to create a simple, more linear process for both general education submittals and those for curricular review.

B. Zeiszler presented information on a proposed process discussed with VP Rivera that involves both GE and CR submittals. The committee provided comments on the flow chart and Brian will incorporate those as they fit. The goal is to have an easy- to-understand step-to-step process for all involved in addition to a rigorous review process that begins with department faculty review.

It was agreed that GE submittals will be separate from CR and that a new GE form will be created in Google Docs. The new GE form will include narratives to explain the learning objectives, general education objectives, assessment and how content relates to those among other things. The goal here is for everyone involved to have the basic details in writing available to assist in assessing the validity of a proposal. The committee hopes to have a form submitted to the senate for review in April.

At this juncture the process does not incorporate program GE requirements as individual courses and programs are very different undertakings.



## POLICY AND PROCEDURE

---

<b>Title:</b>	<b>Recruitment and Selection of Professional Staff</b>
<b>Policy No.:</b>	<b>5.15</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Contact:</b>	<b>Vice President for Business Affairs</b>

---

### Policy

In support of its mission, Great Basin College shall recruit and select qualified, diverse, and responsible faculty members of outstanding ability and nature to serve both academic and administrative professional roles. In this endeavor, as delegated by the Nevada System of Higher Education (NSHE) Code (Title 2, Chapter 5, Section 5.4.1), GBC shall use the recruitment and selection procedures provided in this policy to select and hire the best available outstanding candidates to fulfill the duties of positions recruited for.

The President of the College is the sole appointing authority for the College (NSHE Code Title 2, Chapter 5, Section 3) and shall have final authority on all aspects of the recruitment and selection process. College recruitment and selection must conform to all requirements of NSHE Code as well as all other applicable State, Federal, and local laws and regulations. GBC shall conform to all Affirmative Action and Equal Employment Opportunity requirements in effect.

### Procedures

#### **1.0 Position Recruitment**

**1.1. Determination of Open Positions.** At the beginning of each academic year, the President of the College shall approve the list of positions for which recruitment may be conducted during the year. This may be updated throughout the year as needed. Academic faculty positions shall be determined in concert with the ~~Faculty Senate Department Chairs Committee, the Dean, and the appropriate~~ Vice President ~~for Academic Affairs, and the Vice President for Business Affairs~~. The ~~Department Chairs Committee-Dean~~ will work with their departments to determine positions that will be needed, and work with the appropriate Vice President ~~VPAA to~~ will make recommendations on the priority for specific positions within the disciplines, and ~~the Vice President for Business Affairs (VPBA)~~ will make recommendations on the number of positions that may be funded. Administrative faculty positions to be recruited will be determined in concert with recommendations from the Vice Presidents of the College. ~~The Vice Presidents will take all final recommendations to the President for approval.~~

**1.2. Position Announcements.** For approved positions, position descriptions shall be created within the position announcement template provided by the Human Resources Department. Position descriptions shall provide an overview of the position and the professional qualifications and responsibilities of the position. ~~If possible, it is best to create announcements in consultation with the department Chair and Search Committee for the position.~~ A closing date for the acceptance of applications and the salary range shall be stated. These shall be created by those current employees most familiar with the role of the position to be announced, potentially with input from knowledgeable people from outside the college. Position

announcements must be approved by the supervising **Dean**, Vice President and Human Resources. ~~If possible, it is best to create announcements through the Search Committee for the position.~~ When the position announcement is complete, the appropriate Vice President shall complete the recruitment authorization form and forward it to the VPBA.

**1.3. Position Advertising.** The scope and duration of position advertising shall be determined with the creation of the announcement. Advertising should be as broad as reasonable and affordable to create an adequate pool of qualified applicants for the position.

## 2.0 Search Committee

**2.1. Committee Formation.** The selection process is coordinated through the office of the appropriate Vice President or Dean supervising the function of the position. The Vice President or Dean shall consult with existing department employees and those members of departments potentially affected by the position to form an ad hoc Search Committee. Unless otherwise authorized by the President, search committees shall be composed of a minimum of five members. At least one member shall be a representative of the Personnel Committee as designated by that committee. Non-voting ex officio committee members may be included in search committees; people not employed by the college must serve only in an ex officio capacity. Human Resources shall be informed of the membership of the committee.

### 2.2. Search Committee Member Roles.

**1. Search Committee Chair.** The Vice President or Dean responsible for the position shall assign the chair~~ship~~ of the committee to one of its members. This will generally be a person in a leadership role for the function of the position, such as a department chair, but ~~may sh~~ould be ~~anyone a person~~ familiar with the function of the position. The ~~Vice President or~~ Vice President or Dean may serve as chair if appropriate.

**Commented [SSS1]:** The Vice Presidents can be chairs of search committees where appropriate

The committee chair shall have general responsibility for a timely, thorough and fair search following all relevant procedures and legal requirements. This should include scheduling and leading meetings that will include such activities as developing a position announcement, identifying recruitment strategies, scheduling interviews, creating interview questions, making recommendations for selection among candidates, and others as required of the search. The chair also serves as a regular member of the committee.

**2. Personnel Committee Representative.** The person designated as the representative for the Personnel Committee is primarily charged with monitoring adherence to established policies, procedures, and legal requirements to assure a fair search process. This person is also a regular member of the committee in all regards in the recruitment and selection process. For searches that occur at times when members of the Personnel Committee are not available, such as during the summer, an individual from Human Resources may be assigned to the Search Committee in this role.

**3. Regular Membership.** All regular members of the search committee shall have the same level of responsibility and contribution to the process. No one member's vote shall carry more weight than another. ~~At least one member of the committee shall be from the department the position will be located in.~~

**4. Ex Officio Members.** Members designated as ex officio may meet with the committee and contribute input and opinion during the process. However, they have no vote in determinations in any matter. Vice Presidents ~~and Deans and Deans~~ supervising the positions being recruited ~~for~~ are automatically ex officio members of the respective search committees, ~~or may be regular members or though they~~ may elect not to participate. ~~Deans on the search committee, as a chair or member, will have equal status as all other members.~~

**Commented [SSS2]:** Revised to condense

**2.3. Committee Confidentiality.** Each member of a Search Committee shall complete the Human Resources "Search Committee Confidentiality" form before having access to any applicant materials or

information. Confidentiality must be maintained throughout the entire process and after its completion. This includes any communication with people outside of the committee regarding any aspect of individuals having applied for the position being recruited, and any other activity that could compromise the integrity of the search. Search Committee confidentiality is permanent; it shall be maintained throughout the formal searches and after searches are completed. Discussion between members of the Search Committee outside of a committee meeting should be avoided and never conducted in any manner that would be available to unauthorized individuals.

**2.4. Committee Training.** It is imperative that all search committee members comply with all matters of confidentiality and conformity to policies and legal requirements relating to the recruitment and selection process. To this end, at the first meeting of each search committee, the representative of the Personnel Committee serving on the Search Committee shall provide the relevant information to the full committee as specified by Human Resources. At the beginning of each academic ~~year, year, preferably at the beginning of each semester.~~ Human Resources will provide training to the members of the Personnel Committee to assure they deliver all required and appropriate information required for searches.

**Commented [SSS3]:** The personnel committee is established for an academic year so no need to have training each semester.

### 3.0 Application Acquisition and Review

**3.1. Application Submissions.** Applicants for professional positions shall submit application materials electronically to Human Resources through the NSHE recruiting software. ~~During the open recruitment, Human Resources will review for incomplete applications and notify applicants to submit required materials.~~ A member of the Human Resources staff will review initial applications, that all required materials are present. ~~Incomplete applications will be dispositioned as “incomplete application” and will be moved to the inactive candidate list. All complete applications will remain in the active candidate list at “review” status. Applicants remaining in the “review” status must include:~~

1. Completed online application;
2. Letter of interest;
3. Resume/Curriculum vitae; and
4. Three contacts for references and/or three current letters of recommendation
5. If the minimum qualifications for the position require a degree, certificate, or particular courses, unofficial transcripts should be ~~presented prior to interview~~ ~~present prior to interview~~ ~~included with the completed application.~~

**Commented [SSS4]:** Due to timing of the application process, transcripts either official or unofficial may not be readily available to the candidate.

~~Incomplete applicants will be notified through the NSHE recruiting software that they are no longer under consideration. Incomplete applications may be reviewed and issued an exception, approved by the supervising Dean or Vice President, for positions determined to be hard to fill.~~

**Commented [SSS5]:** The application states what is required for the application to be complete, if an applicant can't follow those instructions they should not be considered.

**3.2. Application Review and Rating.** Remaining applicants shall initially have their qualifications evaluated relative to the minimum qualifications list. ~~All candidates meeting minimum qualifications shall remain in the “active” candidate list at “review” status.~~ This determination shall be made by the chair of the search committee, perhaps in consultation with other committee members and supervising Vice President and/or Dean. In the event few or no applicants meet the minimum qualifications, the search Vice President and/or Dean and Human Resources will be notified. In this situation, the recruitment period may be re-opened for continuing recruitment or other options; ~~-including adjusting the minimum requirements, may be considered.~~

**Commented [SSS6]:** If the committee or supervisor determines that minimum qualifications need to be changed, this constitutes a new search process

~~Applicants not meeting the minimum requirements will be notified through the NSHE recruiting software that they are no longer under consideration.~~

~~Current “active” candidates, except in special circumstances approved by Human Resources, is where applications are reviewed and rated by search committee members. A rating spreadsheet will be provided to each search committee member.~~ Ratings shall be based on factual information available within the applications, and not on personal speculation about candidates.



Remaining candidates shall be reviewed together at a meeting of the Search Committee. The summary ratings at this level shall be distributed by the Search Committee chair at this meeting. The committee will review and deliberate the qualities of candidates to determine which are best qualified and acceptable for interviewing for the position. Meeting minimum qualifications does not in and of itself assure that a candidate is acceptable for further consideration for a position.

Selected candidates may be considered for interviews. As a general rule, the college may reimburse some travel expenses for up to three candidates based on current reimbursement guidelines. If there are more than three candidates that the committee would like to interview, there may be a round of telephone [or virtual](#) interviews to reduce the number of potential candidates. All candidates considered well enough qualified for live interviews shall be interviewed.

Candidates the committee considers acceptable for live interviews, may be more than the actual number to be interviewed. The candidates ranked highest by the Search Committee at this point shall be given the first opportunity to accept invitations for interview. Alternate candidates may be identified should the highest ranked candidates not accept interviews.  
(revised March 12, 2019)

#### **4.0 Candidate Interviews**

The final pool of applicants shall be interviewed on campus. In exceptional circumstances, other arrangements may be required. Exceptions will be approved by the appropriate Vice President and in consultation with the VPBA. Interview settings for each finalist must be the same, for example, no mixing of phone and face-to-face interviews.

**4.1. Contacting Candidates and Scheduling Interviews.** Upon selecting either the preliminary or finalist pools of candidates to interview, the search chair shall coordinate with the appropriate [Dean or](#) Vice President and associated assistant to make interview arrangements. Generally, the assistants are responsible for coordinating staff and candidate schedules for travel, interviews, and facilities arrangements. Interview schedules typically include meeting with the appropriate [Dean or](#) Vice President, a campus tour, the formal interview with the Search Committee, and [for Academic candidates](#) a teaching or skills demonstration. The President may also wish to meet with candidates. It is critical for the search chair to work closely with the assistant in making arrangements. Preliminary interviews generally only require arrangements of time, Search Committee location, and contact information.

If a teaching or other type of demonstration is applicable, the time and location should be announced so that other members of the GBC community may participate. It is encouraged that an evaluation of the demonstration by the audience be utilized, and if used, must be the same for every candidate for the position. Teaching or demonstration topics must be of a similar nature for each candidate within a search.

In-person interviews may involve interactions in a social setting. [Due to ongoing budget constraints all requests for](#) ~~Depending on budget and time considerations,~~ GBC ~~may to~~ provide lunch, dinner, or other engagement arranged by the search chair and the assigned assistant [must be pre-approved by the Vice President for Business Affairs](#). This gathering may include only the candidate (and spouse if present), all or select Search Committee members, and appropriate Vice Presidents or Deans. Arrangements must be similar for all candidates for a position.

**4.2. Interviewing Candidates.** The Search Committee shall conduct interviews of candidates before final selection recommendations. Interviews of the finalist candidates shall be conducted in-person unless otherwise authorized by Human Resources and the President. In some cases, it may be deemed appropriate by the Search Committee to have preliminary interviews of candidates.

For all interviews, interview questions must be developed by the Search Committee and approved at least three business days in advance by Human Resources. Questions must relate to professional qualifications including, but not limited to, knowledge, experience, performance, competence, philosophy, and suitability to the position. Before interviewing each candidate, the Affirmative Action statement must be read to the

candidate and committee by a selected member of the Search Committee. All questions must be asked of all candidates and in the same order, preferably by the same person. The full committee should be in attendance for each interview. Those who cannot attend all interviews must abstain from any vote for candidates advancing in a pool.

- 1. Preliminary Interviews.** It may be deemed appropriate by the Search Committee to have preliminary interviews of several applicants to assist in deciding the finalist interview pool. This is not a required step. These interviews are typically of shorter duration and with fewer and different questions than finalist interviews. They are typically carried out at distance, either by telephone or other electronic communication method. Interview communication must be the same for each candidate. For example, there shall be no mixing of telephone and other types of electronic communication in interviews for the same position.

From the preliminary interviews, finalists may be selected for in-person interviews based on their qualifications as stated in their applications and answers to the preliminary interview questions.

- 2. Finalist Interviews.** The finalist pool of applicants shall be interviewed in-person on a GBC campus. In exceptional circumstances other arrangements, ~~such as video/virtual (Bluejeans or Zoom)~~ may be used. Exceptions will be approved by the appropriate Vice President and in consultation with the VPBA. The finalist pool will typically have the top three candidates as determined by deliberation of the Search Committee. More than three candidates may be interviewed with approval of the VPBA. The committee may interview less than three candidates if less than three are deemed acceptable for interview or if less than three candidates accept an offer for interview.

Interview settings for each finalist must be in the same format. There may be no mixing of phone and in-person interviews. Finalist interviews shall always consist of at least an in-person interview with the Search Committee and a personal meeting with the position supervisor – usually Vice President or Dean – to discuss salary, benefits, conditions of the position, and the general setting and attributes of the College. Finalist interviews may also include a teaching demonstration or other demonstration of professional abilities and a meeting with the President. Other components of the interview may be included so long as they relate to determining the professional ability and appropriateness of the person(s) being interviewed and that all interviewees for the same position are given the same requirements.

**4.3. Reference Checks.** There must be an attempt to contact applicant references by telephone for at least the top ~~two~~ ranked candidate(s) for any position before an offer of employment is made. The reference calls shall be made by representatives of the committee. Reference questions must be approved in advance by Human Resources, and Resources and are generally no more than may be asked in about 10 minutes. The responses to reference calls shall be shared with the ~~full~~ Search Committee.

## 5.0 Candidate Selection

Soon upon completion of all interviews, the Search Committee Chair shall convene a meeting of the full committee to deliberate the qualifications, strengths, and weaknesses of the candidates interviewed. The perceived fit of the candidates into the college community may be a consideration. The acceptability of candidates and the ranking of those deemed acceptable will be determined by the consensus of the committee. Ex officio committee members or members who could not attend all interviews may participate in ~~deliberations, but~~ deliberations but may not have any vote or say in the final consensus. The committee chair shall then meet with the appropriate Vice President or Dean to discuss the recommendations, and then write a memorandum of recommendation representing the consensus of the Committee. The memo shall be addressed to the Vice President overseeing the position. The memo should be properly formatted on GBC letterhead and sent as an email attachment or as a paper document. In addition to standard memo formatting information, the memo shall include the following information:

**Commented [SSS7]:** This needs to stay general or we will need to be constantly updating this policy if video conferencing software, etc. changes.

**Commented [SSS8]:** This needs to be general. A what if you only have one candidate for the position that was interviewed

1. The names of the candidates interviewed
2. Which candidates, if any, are recommended as acceptable for the position
3. The ranking of the acceptable candidates from ~~acceptable candidates should be listed~~ highest to lowest based on their individual strengths and weaknesses.
4. A brief summary of the strengths and/or weaknesses that led to the recommendations

The approval of recommendation by the Vice President shall be forwarded to the President. Final approval of recommendation to offer a position to a candidate and the salary to be offered are at the sole discretion of the President, based on the information and recommendations received.

The Vice President or Dean supervising the position shall contact the ~~highest ranked and~~ approved candidate to offer the position with salary and other relevant information. If the ~~highest ranked approved~~ candidate does not accept the position, the process will continue down the rankings until reaching the end of the list of acceptable candidates. Soon after a candidate has verbally accepted an offer of a position, a professional new hire contract agreement worksheet will be completed ~~by the Dean or Vice President~~ and forwarded to Human Resources. Human Resources will ~~mail generate~~ an official offer letter to the candidate ~~for signature through the NSHE recruiting software~~. The same individual making position offers to candidates shall also be responsible for contacting the in-person candidates for whom an offer will not be made.

If no acceptable candidates accept the offer of the position, the search shall be declared finished. The options of reevaluating the need for the position or re-advertising for the position shall be deliberated as if the search is beginning anew.

#### **6.0 Closing the Interview**

Once an offer has been accepted by a candidate, or if no suitable candidate has been placed in the position, the search is closed. Search Committee members must destroy all applicant materials. Confidentiality is maintained after a search closes. The Human Resources department will work with the Search Committee chair and appropriate Dean or Vice President to ensure that all paperwork related to the search is completed. Human Resources shall also contact any who were not interviewed to inform them that they are not being considered for the position.

Approved by President's Council: January 27, 2015

Approved by Faculty Senate: January 16, 2015

Contact the assistant to the President for any questions, changes, or additions.

## **Justification for Retaining Candidate Ranking by Search Committees**

The Personnel Committee wishes to retain the long-held and effective procedure of ranking candidates by search committees. Any search committee should clearly understand that their role is advisory, and that hiring authority resides completely with the President of GBC, but we feel strongly that the principle of shared governance requires that faculty clearly state their preference during the candidate selection process. We also understand that in the spirit of collegiality a search committee should not merely rank the candidates, but explain the criteria used and the rationale behind the rankings. The proposed 'no ranking' policy potentially allows the President to choose whichever candidate they prefer while evading or ignoring their responsibility to respect the search committee's efforts. In the spirit of shared governance, the Personnel Committee hopes to retain candidate ranking by search committees.

Several comments have been collected by the Personnel Committee regarding this proposed change and the responses generally fell into one of the three categories listed below.

- In higher education there has long been a traditional responsibility of faculty to choose their colleagues, after all who knows better the needs of their discipline than the faculty themselves?
- When Personnel Committee members requested input from their constituencies, a clear majority of both administrative and teaching faculty were in favor of retaining the current ranking policy. There were a few dissenting voices, mostly citing that hiring authority resides with the President.
- Faculty work hard on search committees, it is a long and time-consuming process. Faculty want this effort respected. Otherwise, why serve on a search committee if there is no respect from administration for faculty opinions?