



**NORTH CAROLINA SCHOOL OF
SCIENCE AND MATHEMATICS**

Title	EPA FACULTY RECRUITMENT AND SELECTION PROCEDURES
Authority	Chancellor
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Legal Reference	
Additional References	3300 Regulations on Faculty Employment
Responsible Offices	Chancellor
Classification	3310

INTRODUCTION

The hiring practices of the North Carolina School of Science and Mathematics (NCSSM) for faculty, while not contingent upon North Carolina licensure criteria, follow rigorous criteria and standards. High student achievement is a primary academic expectation at NCSSM; therefore it has set in place instructional standards designed to be the most rigorous of any high school in the state and consistent with effective instruction.

STANDARDS

The standards for NCSSM faculty include all of, but are not limited to, the following:

- Masters degree, preferably in the subject area
- Teaching experience, preferably with advanced students
- Preparation for teaching an ethnically diverse student population as demonstrated by training and experience
- Experience in the use of current educational technology
- Commitment to curriculum design
- Willingness to do some evening instruction
- Willingness to participate in residential School programs including social, recreational, and advisory responsibilities at times other than usual School hours
- Willingness to provide outreach beyond NCSSM to improve statewide teaching and learning

COMMITMENT FROM MANAGEMENT

The Chancellor, Director of Human Resources, and senior management accept responsibility for ensuring the recruitment and selection process complies with all applicable and existing state and federal laws, policies, and rules governing personnel actions. NCSSM strives to actively recruit from a variety of sources to achieve a diverse workforce that successfully meets the needs and demands of the School.

ROLE DEFINITIONS

- A. Senior Management is responsible for leadership in developing and implementing recruitment and selection procedures and making all hiring decisions based on merit principles.
- B. Managers and supervisors are responsible for evaluating the need for filling vacant positions; maintaining accurate and correct position descriptions; understanding the recruitment and selection procedures and communicating the process to employees and applicants; making every effort to achieve and maintain a diverse workforce; making all hiring recommendations based on merit principles; and documenting selection recommendations.
- C. The Director of Human Resources, who serves as the Equal Employment Opportunity (EEO) Officer, is responsible for demonstrating commitment and support for merit-based recruitment and selection in daily operations; providing technical advice and assistance to managers and supervisors; developing policies and procedures for merit-based actions; ensuring training of managers and supervisors on a variety of issues related to merit-based recruitment and selection; monitoring recruitment and selection activities for adherence to merit-based policies and procedures, and Equal Employment Opportunity Plan requirements.
- D. Employees and applicants are responsible for obtaining vacancy information in order to submit the required materials; providing full and complete information as to their qualifications; and submitting materials for the vacancy by the established deadline.

FACULTY APPOINTMENTS

Faculty appointments are made pursuant to NCSSM Policy 3300 Regulations on Faculty Employment. Faculty typically have either a ten-month or eleven-month service period. In both cases, the salary is paid in twelve monthly installments by check dated the last working day of the month.

Ten-month service appointments begin on the opening date of the academic year in the Fall. Eleven-month service appointments begin on August 1st of each year.

Consistent with the NCSSM Policy 3300 Regulations on Faculty Employment, new faculty are hired under a fixed-term one or two year contract.

ALLOCATION OF POSITIONS

Positions are allocated by the Chancellor in consultation with the Vice Chancellors. In January or February of each year, the Vice Chancellors ask current faculty members to complete “Intent to Return Forms” indicating whether they will return the following year. The Vice Chancellors then confer with their Deans to determine needs for faculty in their departments. The Vice Chancellors then confer with the Chancellor, who allocates positions based on needs, and continuing and anticipated funding, for the following year. These determinations may be modified in light of student enrollment information that becomes available in the spring. If a position is allocated across more than one division, those Vice Chancellors meet to plan the Initial Selection, Interview and Final Selection Procedures.

When a vacancy occurs in an existing faculty position, it is the responsibility of the Vice Chancellor and the Dean of the Division to review the position to confirm that the position description and the

statement of physical requirements are up-to-date or take appropriate action to bring them up-to-date. Assistance with this review may be obtained from Human Resources.

POSITION ANNOUNCEMENTS AND ADVERTISING

Searches begin with a Position Announcement to advertise openings. Announcements can be made internally only, for searches limited to internal candidates, or be made both internally and externally. Announcements are generally made in March of each year but may occur as needed throughout the year. The following information should be included in the position advertisement:

- Name of the School and Department
- Title of the position
- Responsibility of the position
- Minimum and preferred education, experience and skills
- Address of Human Resources
- Application deadline or “Open Until Filled” (see specifics below)
- Advertisement must always include the statement for the School: “NCSSM is an Equal Employment Opportunity Employer.”

Position Announcements are advertised on the NCSSM website, the Office of State Personnel website, and internal job posting boards. A position announcement must be posted for at least 5 calendar days; 10 days is recommended to secure a broader applicant pool. Positions for which recruitment is limited to internal candidates are advertised on the NCSSM website and on internal job posting boards.

Position Announcements must be advertised with either of two timelines:

- An opening date and a closing date for applications. No applications received after 5 p.m. on the closing date may be considered.
- An opening date and a designation of “Open Until Filled.” The position announcement will remain on the job list until the position is filled.

The educational experience of NCSSM students is enhanced by the School’s ability to provide a wide variety of courses and extracurricular activities. It is also important that teachers be experienced in meeting the needs of a diverse student population. The School practices targeted recruiting as needed to provide a pool of highly qualified applicants. Depending on the nature of the position, diversity goals and the availability of funds, the scope of advertising may include:

- National professional journals and newspapers
- Regional journals and newspapers
- Letters and announcements to schools and universities
- Professional meetings
- Other recruitment methods such as listservs and web sites
- NCSSM web site

Advertisements in journals or newspapers are handled through Human Resources. Human Resources is available to assist with preparation of advertisements and communicate with the advertising agent, and determine the cost and timelines of the advertisement. The costs of advertisements are paid by the hiring division.

The advertisement should be written in a style appropriate for the publication in which it will appear and provide sufficient information for applicants to determine their interest in the position and to learn how to apply and to obtain additional information. It must be free from text or illustrative material which implies that preferences will be given to applicants on the basis of race, color, creed, national origin, sex, sexual orientation, gender identity, religion, disability, age, military status, or veteran's status unless one or more of these is a bona fide occupational qualification for the position.

SUSPENSION OR WAIVER OF POSITION ANNOUNCEMENTS

In the event that no qualified applicants are identified for a position, or due to other unforeseen circumstances such as loss of funding, it may be necessary to withdraw a position announcement or suspend a search.

Competitive search requirements may be waived on a temporary basis to meet special circumstances. The following list of such circumstances is intended to be illustrative, not exhaustive:

- There is an unanticipated resignation shortly before the start of the school year and there is not a sufficient amount of time to be prepared for the school year.
- There is insufficient time to conduct a normal competitive search and the administrator can identify a pool of one or more qualified candidates from existing pools or through local or regional networks and advertising.
- The administrator wishes to make an interim academic appointment for a period of one year or less while a competitive search is conducted.
- The administrator wishes to fill a temporary vacancy created by a leave of absence.

Since a temporary waiver of search is valid for one year only, a search of appropriate scope should be conducted any time circumstances permit. Conducting at least a local search to fill a temporary vacancy provides more flexibility than filling the position without a search. For example, an appointment resulting from a local search to fill a temporary vacancy created by a leave of absence without pay could be renewed if the leave were extended for a second year. Extension of an appointment which did not involve a search would require review and justification to be extended for the second year. The Vice Chancellor is authorized to approve temporary waivers of search requirements for an appointment of one academic year or less. Otherwise, temporary appointments over one year are approved by the Chancellor.

EQUAL EMPLOYMENT OPPORTUNITY RECRUITMENT

NCSSM is committed to equality of opportunity in employment for all qualified persons and does not discriminate against applicants or employees based on race, color, creed, national origin, sex, sexual orientation, religion, disability, age or veteran's status. The School is committed to equal employment opportunity efforts to recruit qualified members of protected groups both for the effective implementation of its equal employment opportunity policy and for achievement of diversity on the basis of race, ethnicity, gender, and disability. All advertisements and vacancy notices include the following statement: NCSSM is an Equal Employment Opportunity employer.

Human Resources provides EEO underutilized statistics to the hiring manager when recruitment begins. This information aids in determining where to advertise for a wide variety of prospective applicants, including minorities and women.

At the conclusion of each job search, the School EEO Officer evaluates the recruitment efforts for the position by reviewing the completed selection file. A justification for the selected candidate is included in the selection file and evaluated by the EEO Officer to ensure there is no disparate impact (whether the hiring standards applied have a disparate impact on a protected group).

APPLICANT INFORMATION AND SCREENING FOR ELIGIBILITY

Applicants must complete a State of North Carolina Application for Employment that is available online or as hard copy. The applicant is also asked to provide a resume, statement of educational philosophy and statement on how the applicant foresees contributing to classroom and extracurricular programs within NCSSM.

Upon receipt of an application, Human Resources records the applicant Equal Employment Opportunity information in an access database and removes from the application any information as required to avoid any appearance of or actual discrimination in favor of or against any federally protected group.

An initial screening of the applications by Human Resources separates ineligible applicants from eligible candidates by eliminating applicants who do not meet the minimum criteria advertised for the position. Information concerning applications rejected at this stage are shared with the appropriate Vice Chancellor.

This screening may be done as applications are received or after the closing date of the position announcement. The hiring department may request to receive applications as they are received in Human Resources or request to receive all applications once the closing date has occurred.

Human Resources provides a copy of the qualified applications to the Vice Chancellor. The Vice Chancellor reviews all applications received from Human Resources for the open position and determines how well the candidates meet the job qualifications and criteria for the position. This screening may identify the candidates who will be contacted for an interview or determines if the position is to be reopened for additional applications.

The Vice Chancellor may ask Human Resources to make copies of applicant information for use in the search process, such as having one copy available to each Committee member during the interview process. Such copies are returned to Human Resources when the selection process has been completed.

Original copies of all applications for current openings, whether initially received in Human Resources or in other departments, are retained in Human Resources. The applications received for the open position are retained in a Recruitment Folder which includes the job announcement, job advertisements, and EEO information. Human Resources is responsible for retaining the Recruitment Folder for three years from the date the position was in the recruitment process. After three years, the folder and all applications are destroyed. This is a requirement based on the NCSSM Retention Schedule.

SELECTION COMMITTEE

The Vice Chancellor asks the appropriate Dean to organize a Faculty Interview Committee, referred to hereafter as the Committee, of three to five staff members chaired by the Dean. These are usually faculty members of the curriculum area in which the opening exists. The Vice Chancellor then notifies the Committee members in writing of the position requirements and timeline for the search. If a position is allocated across more than one department, those Deans meet to plan the Initial Selection, Interview and Recommendation Procedures.

Each Committee member must agree in writing to maintain strict confidentiality of any information obtained in the recruitment and selection process. Each Committee member including the Dean reviews all applications meeting minimum advertised requirements and ranks their top four to five candidates from the applicant pool. The Committee meets and agrees on the candidates, generally no more than four or five, whom it wishes to interview, and the Dean informs the Vice Chancellor. The Vice Chancellor also reviews the applications and may add to the list additional applicants to be interviewed. The Vice Chancellor then confers with the Chancellor and Human Resources to ensure that sufficient funds are available to hire each of the applicants on the list. If sufficient funds are not available, that applicant is removed from the list. The Vice Chancellor then notifies the Dean to contact the selected applicants and invite them to participate in an interview for the open position.

When the recruitment is for a faculty position with a concurrent SAAO appointment (i.e. Dean), the Vice Chancellor confers with the Chancellor to construct an interview committee and determine the Committee Chair. The Interview Committee for a faculty position with a concurrent appointment likely would consist of the following:

- All current NCSSM Deans
- 2-4 department faculty members
- 1-2 SPA employees
- Other individuals appointed by the Vice Chancellor

INTERVIEW PROCEDURE

The Committee Chair contacts the selected applicants to schedule an interview for each. Below is a sample itinerary for interview of external candidates:

- 50 minute Committee interview
- 30 minute tour of the campus
- 20-30 minute interview with the Dean
- 30-50 minute presentation to a class or to interested staff
- 30 minute informal time with members of the Department not on the Committee, to be organized by the appropriate Discipline Coordinator or designee
- 45 minute interview with the appropriate Vice Chancellor

In certain circumstances, such as if the applicant is traveling from a long distance, an interview may also be scheduled with the Chancellor on the same visit. In general the School does not reimburse travel expenses. An offer may be made to take an applicant out for lunch or dinner, but only if either:

- that same offer is made to each applicant interviewed for the position, or
- the person(s) taking the applicant to lunch or dinner is not involved in the selection process.

Every effort is made to complete the interview procedure for a position within a two-week time frame. In extraordinary circumstances it may be necessary to interview a candidate by video conference, but this option is only offered after an in-person interview has been determined not to be possible.

FINAL SELECTION PROCEDURE

When all scheduled applicants have been interviewed, the Committee meets to discuss interviewed candidates' individual strengths and opportunities for growth. The Committee typically recommends two to four candidates to progress to the next step in the selection process. This list of final candidates and the Committee's feedback are forwarded to the division Vice Chancellor. At the preference of the Vice Chancellor, the Committee may either rank the candidates or send an unranked list.

The Vice Chancellor shall interview one or more of the final candidates, checks references, and notifies the Chancellor of the recommended candidate(s). The Chancellor may choose to interview the recommended candidate(s) or accept the Vice Chancellor's recommendation. If the Chancellor chooses to interview the recommended candidate(s), the Vice Chancellor sends the Recommendation To Hire NCSSM Faculty/Staff Form containing the Vice Chancellor's recommendation with the selection committee's recommendations and applicant information, attached in a packet to the Chancellor.

For selection of a faculty member who will serve as Dean, the Vice Chancellor may not complete the Recommendation to Hire NCSSM Faculty/Staff Form until after the Chancellor has interviewed the recommended candidates.

Once a final recommendation is made and approved by the Chancellor, the signed Recommendation to Hire NCSSM Faculty/Staff form is sent to Human Resources. Human Resources performs the following items:

- Completes a Faculty Qualification Worksheet to determine the years of experience related to the position requirements
- Determines the qualifying salary based on the NCSSM Faculty Salary Schedule
- Reviews justification for hire to determine no disparate impact
- Verifies that Equal Employment Opportunity underutilized groups are considered
- Prepares a Contract Letter for review and signature by the Chancellor

Human Resources notifies the Vice Chancellor of the hiring salary that is based on years of experience as identified on the Faculty Salary Schedule. The determined salary is not a negotiable issue. However, if it is discovered that there was inadequate information on the application to allow an accurate determination of the number of years of experience, Human Resources will recalculate the figure once documentation or justification is provided by the candidate.

Human Resources forwards the Recommendation to Hire Form, the Faculty Qualification Worksheet, the selected candidate's application and the Contract Letter to the Chancellor for his approval and signature.

OFFER OF POSITION

The Chancellor, or designee, contacts the preferred candidate and offers the position. If the candidate asks for time to consider the offer, a limited amount of time, not to exceed three days, may be provided. If the applicant refuses the offer, the Chancellor, or designee, offers the position to the next recommended and approved candidate. Other than the offer by the Chancellor, or designee, no "informal" offer may be made by any other member of the staff.

Once an offer is accepted, the Vice Chancellor notifies the Committee, offering words of appreciation. If the person accepting the position is not the first choice of the Committee, the Vice Chancellor meets with the Committee to explain the criteria and circumstances of the process.

The Vice Chancellor notifies Human Resources that the offer has been accepted. Human Resources prepares the official Faculty Contract that includes the following information:

- Beginning contract date
- Hiring salary
- Term of appointment
- Position service period
- Working title
- Immediate supervisor

The Contract Letter contains the New Employee Orientation date and a list of specific information that will be needed to begin employment. This includes the following items:

- Employment Eligibility Verification, Form I-9
- Criminal, SSN/Credit Trace, National Sex Offender Registry Background Checks Form
- Authorization for Automatic Deposit

The Contract Letter is mailed to the new employee's home address. It is requested that the Contract and other required documentation be provided to Human Resources no later than the first day of employment.

NON-SELECTED APPLICATIONS AND INTERVIEWED CANDIDATES

Human Resources sends an official letter of appreciation for interest to all non-interviewed applicants. Human Resources also sends an official letter of selection to all interviewed candidates. The letters are mailed to internal candidates within 3 days of the acceptance date and to external candidates within 10 days of the acceptance date.

NEW EMPLOYEE ORIENTATION

Within three days of employment, the new faculty member attends a New Employee Orientation Program with Human Resources. Detailed information concerning NCSSM and State policies and procedures are provided and all benefits information is explained. A packet of benefits information is provided concerning fringe benefits and options. All forms that were mailed to the candidate with the Contract Letter are collected. Enrollments for all required benefits are completed through

BEACON, the state's Human Resources and Payroll System. Optional benefits are completed and submitted to the vendors.

EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9

NCSSM fulfills the responsibility of confirming eligibility for employment of all new employees by requiring the completion of the Form I-9, documenting identity and employment eligibility within three days of the date of hire.

The Form I-9 and supporting documentation is maintained in the employee's official personnel file located in Human Resources throughout the duration of employment and for one year after the end of employment.

BACKGROUND CHECKS

NCSSM requires that background checks be conducted on all new employees. This includes Criminal, SSN/Credit Trace, and National Sex Offender Registry Background Checks. Employment is contingent on satisfactory completion of the background checks. The Background Check form is provided to Human Resources at the New Employee Orientation. The Background Check is initiated by Human Resources through HireRight.

CREDENTIALS VERIFICATION

Each new employee is required to provide a certified copy of their highest degree transcript. It is the responsibility of the new employee to provide the transcript within 30 days and no more than 90 days from the date of hire. If the new employee does not provide this information within this timeframe, a written reminder is sent to the employee from Human Resources. If there is no response, the employee is subject to dismissal.

If falsification of credentials is discovered prior to employment, the applicant must be disqualified from any further consideration for the position.

If falsification of credentials is discovered after employment, the discipline imposed is based on the circumstances of each case, except where the employee was determined to be qualified and was selected for a position based on false representations about credentials for the position. In this case, the employee must be dismissed.

EMPLOYMENT OF RELATED PERSONS

Consistent with NCSSM Policy 3410, relatives of current employees, permanent or temporary, may not be employed without review by and notice to the Director of Human Resources and approval of the Chancellor. If relatives are considered for employment, it is necessary for both managers to consider potential difficulty in the employment relationship and recommend whether and under what conditions employment of related persons is in the interest of the School. Managers must document that employment will not result in one family member supervising another member of the immediate family. No related person may occupy a position which has influence over another's employment, transfer or promotion, salary administration, or other related management/personnel considerations.

Relatives are defined as spouses, parents, siblings, children, grandparents, and step-half, in-law relations of the same list. Employment restrictions might also include others living within the

employee's household or otherwise so closely identified with the employee as to suggest the potential for difficulty in the employment relationship. Relatives (or other closely affiliated persons) of current employees are not given preference in employment.

An Anti-Nepotism Statement (NCSSM Policy 3411) must be provided to Human Resources to stipulate the working relationships of the relatives when employment is approved.

FUNDING

Whenever the initial salary for a faculty member is paid from state funds, the appointment is considered "contingent upon the availability of funds." The candidate is notified of this contingency in the contract letter.

LEAVE ACCRUAL

Vacation leave is earned depending on the employee's years of total state service.

Sick leave is earned depending on the service appointment. Faculty with 10 month appointments earn 10 days of sick leave per year. Faculty with 11 month appointments earn 11 days of sick leave per year.

PERFORMANCE REVIEW PROCESS

The performance of all School employees is reviewed and evaluated regularly to guide and support staff development and to provide the basis for personnel decisions including salary adjustment, reappointments and promotion. Each of the Vice Chancellors is responsible for the process for reviewing each faculty member in her or his division on an annual basis as specified in NCSSM Policy 3300 Regulations on Faculty Employment and NCSSM Policy 3330 Administrative Procedures for Faculty Evaluation.