

**BLUEFIELD STATE UNIVERSITY
BOARD OF GOVERNORS**

POLICY NO. HR-713: RECRUITMENT AND HIRING POLICY

SECTION 1. GENERAL

- 1.1 Purpose: The purpose of this policy is to assure that Bluefield State University employs the highest quality of faculty, staff and administrators to accomplish its mission.
- 1.2 Scope: This policy establishes the hiring procedures of faculty and staff employees for regular positions within Bluefield State University.
- 1.3 Authority: W.Va. Code, 18B-1-6, W.Va. Code 18B-2A-6
- 1.3 Effective Date: April 25, 2024.

SECTION 2. POLICY

- 2.1 Bluefield State University is committed to hiring the most qualified person for each position while ensuring equal employment opportunity to all qualified individuals. This policy provides guidelines for an efficient and competitive hiring process for all full-time and part-time regular vacancies that produce the highest quality applicant pools and promote equal employment opportunity.
- 2.2 The recruitment and hiring for all positions at Bluefield State University, below that of the President, shall be the responsibility of the President who is responsible to the Board of Governors for the success of the University. The President or his or her designee shall retain the sole responsibility for the hiring of the University's full and part-time employees in compliance with state and federal hiring requirements, and this Policy. Hiring procedures will be conducted in accordance with Bluefield State University policies, the BSU Affirmative Action Plan, and applicable WVHEPC rules and relevant laws.
- 2.3 Exclusions: Positions excluded from this process are: president, adjunct faculty, visiting faculty, temporary employees, independent contractors, casual employees, and student employees.
- 2.4 Objectives - The primary objectives are: recruitment of highly qualified candidates, matching the qualifications of the candidates to the job-related needs and expectations of the hiring departments; expeditious hiring of qualified

candidates into vacant positions; diverse representation of qualified candidates in applicant pools; and equitable and unbiased treatment of all candidates in the recruitment and hiring process in accordance with BSU policies, and state and federal law. All full-time and part-time regular vacancies to be filled, excepting those positions identified in Section 2.3 above, will be solicited through established recruitment and search procedures as identified in this policy.

SECTION 3. PROCEDURES

- 3.1 Posting the Job/Advertising – The immediate Hiring Supervisor or Provost will review, and update if necessary, the job description. Changes to job descriptions for positions must be reviewed by the Office of Human Resources before a position may be posted. Using the current, or updated if applicable, job description, the Hiring Supervisor or Provost will develop a Job Vacancy Announcement (job posting) that must include the title and type of position, education level required, type of experience and amount required, duties and responsibilities, entry level salary or salary range (if known), how to apply, and the affirmative action statement of the institution. If substitution of a college degree in lieu of experience or vice versa is allowed as determined by the respective Cabinet-level administrator relative to required qualifications, the substitution information must be expressly stated in the job posting. The Hiring Supervisor or Provost submits a request to advertise the position and obtains authorizing signatures, while electronically submitting the draft job posting to the Office of Human Resources. The request to advertise shall be made to the Office of Human Resources and must include the type of position, the ad placements desired, the appropriate hiring department budget line to purchase the advertisement(s), and the appropriate approval signatures. All regular positions must be advertised for a minimum of ten business days. The Office of Human Resources shall determine ad placements and shall be responsible for maintaining a record of applications received. Grant funded, or *soft money*, positions or those of a fixed duration will be posted indicating that the position is contingent upon the availability and continuance of funding.
- 3.2 Non-Discrimination - All qualified candidates will be given equal consideration for posted positions in compliance with state and federal law. All proposed hires by Bluefield State University shall be reviewed by the Chancellor prior to hiring, who shall advise the President if the Chancellor believes the proposed hire is consistent with Bluefield State University's diversity interests and equal opportunity for all qualified individuals. In all cases, the best qualified candidate will be selected.
- 3.3 Applicant Screening for Required Minimum Qualifications – Applications will be screened by the Office of Human Resources to determine applicants who meet

the posted required minimum qualifications. The initial screening process is outlined as follows.

Staff Positions - The Director of Human Resources or his/her designee will screen applicants with regard to required minimum qualifications as posted/advertised. In consultation with the respective Cabinet-level administrator, the Hiring Supervisor shall review the qualified applicants and may make a final determination on a proposed hiring. If a final determination is made, the Office of Human Resources shall submit the proposed hiring to the Chancellor for review and submission to the President for hiring. Nothing herein precludes the respective Cabinet-level administrator from using a search committee to fill an open position.

Faculty Positions - The respective search committee will screen applicants relative to required minimum qualifications as posted/advertised.

For non-faculty positions, if a consensus is not reached during initial screening regarding whether an applicant meets required minimum qualifications, the immediate Hiring Supervisor, the respective Cabinet-level administrator and the Director of Human Resources will render the final determination.

3.4 **Search Committee** - A search committee will be established for the recruiting and hiring of regular, vacant faculty positions and will serve the purpose of making recommendations and assisting the Deans and the Provost with the search process. Search committee activities will be reviewed in accordance with University policies by the Chancellor or his/her designee. The Provost will serve as a resource regarding job-related information and will have primary decision-making input into the selection of the final candidate for hire, subject to review of the President in accordance with state law.

3.4.1 **Search Committee Composition** - A search committee will consist of a minimum of three members nominated by the Provost subject to approval by the President or his/her designee. The search committee will consist of a diverse representation, which shall include African American representation. A diverse representation shall be defined as those with differences based upon race, gender, age, ability, ethnicity and employment status. One member of the committee will be assigned the responsibility of Chair.

3.4.2 **Search Committee Charge** - The search committee is required to review hiring related policies available online via BSU's Board of Governor's webpage, and hiring resources available online via BSU's Office of Human Resources webpages, including equal opportunity and non-discrimination information, search guidelines, search committee

responsibilities and related procedures. A BSU search committee responsibilities form must be signed by all committee members and returned to the Office of Human Resources prior to the release of the applications to the committee.

3.4.3 Search Committee Timeline – The Provost and the search committee Chair are responsible to establish and monitor search process timeframes to expedite the hiring of qualified candidates into vacant positions.

3.4.4 Screening Tool and Interviewing Questions - The search committee will develop a screening tool and interview questions prior to the release of the applications. These will require approval by the Chancellor or his or her designee before applications are released to the committee. The same interview questions will be asked of all interviewees to ensure equal opportunity.

3.4.5 Evaluating the Candidates - At least three committee members must be present to evaluate the candidates and make recommendations to the Provost relative to top candidates to invite for interviews. Recommendations of candidates to interview are to be approved by the Provost before interviews are scheduled, and are to be communicated in writing to the Office of Human Resources in advance of any interviews conducted.

To promote the principles of diverse representation, all committee members are to be present for all interviews. Phone or video interviews may be used to assist in narrowing the finalists for the position, but may not be substituted for campus interviews during the final stages of a search. It is strongly recommended that at least three or more qualified candidates be interviewed for the purpose of narrowing the applicant pool, and that the top two finalists be interviewed on campus. A quorum of at least 51% and at least three voting members of the committee must be present to evaluate, make recommendations, and interview candidates. Once the final candidates have been recommended by the committee and approved by the Provost, the Chair should schedule on-campus interviews. If someone is absent from one interview, his/her comments on the other candidates should not be considered when making final recommendations to the Hiring Supervisor. When final interviews conclude, the search committee may recommend one candidate, or provide a summary outlining the strengths and weaknesses of each of the top candidates to the Hiring Supervisor.

Costs involved in the search process, including those during the interview process, are to be approved in advance and covered by the hiring department. This includes travel costs for candidates, if applicable. Positions may be readvertised prior to interviews if the pool of candidates is insufficient to select three qualified candidates for interviewing.

3.4.6 Search Committee Recordkeeping - When the search committee has made their final recommendations for hire to the Provost, all screening tools, emails, and related documents such as notes taken are part of the search and selection file and must be kept for three years from the conclusion of the search. It is each search committee member's responsibility to sign their respective documents and deliver them to the Chair, who in turn is required to provide all such documents to the Office of Human Resources.

3.5 References and Background Screening - After interviews are conducted and the search committee recommends to the Provost the top candidate(s) to consider for hire, the Provost will send a written request to the Office of Human Resources to begin reference checks and a background screening. References and the background screening, which may include criminal and/or financial background check, are required before a formal offer of employment can be made. Criminal and employment background checks will be conducted as appropriate to the position. The hiring department is responsible for the cost of the background check.

3.6 Hiring

3.6.1 For all faculty positions, original transcripts are required prior to any offer of employment. For all non-faculty positions requiring a degree, original transcripts will be required if the Office of Human Resources is unable to verify the highest educational degree attained by the successful candidate as a result of the background check.

3.6.2 All hiring decisions must be approved by the President before employment is offered. An offer of employment may only be extended after all signatures of approval are obtained on the appropriate form, the reasons for selection and non-selection of all candidates have been properly documented by the Chair and submitted to the Office of Human Resources, along with all notes and relevant documentation taken during the search process. An offer may be made by the President or the President's designee, or a member of the Office of Human Resources.

- 3.6.3 After a verbal offer has been extended and accepted, a formal written offer and/or contract will be issued by the President. The Office of Human Resources will notify all unsuccessful applicants of the closure of the search.
- 3.7 Unsuccessful Searches - If the applicants referred by the search committee are unsuitable, the Provost or Hiring Supervisor may request the committee reconvene to review the applicant pool for additional recommendations of qualified candidates. Should additional applicants be unavailable or unsuitable, the Provost or Hiring Supervisor may recommend to the Office of Human Resources that a new search be initiated. When a search is cancelled, all applicants will be notified in writing.
- 3.8 Orientation – For newly hired full-time employees, the Office of Human Resources will conduct a general institutional orientation, the Payroll Office will conduct the benefits orientation, and the Provost or Hiring Supervisor is responsible for conducting the departmental orientation including the performance management process.
- 3.9 Resources and Forms – Policy resources may be found on the Bluefield State University Board of Governors website and the West Virginia Higher Education Policy Commission website. Relevant hiring resources and forms may be found on the BSU Office of Human Resources website.

SECTION 4. INTERIM HIRES

- 3.1 Expediency – It is recognized that emergency needs may occur within the University, or that time may be of the essence in the hiring of faculty and staff. In such an instance, the Hiring Supervisor or Provost shall obtain in writing an approval from the President for the interim hiring of an individual.
- 3.2 Term of Interim Positions – The hiring of an interim position shall be to accommodate a need of the University. Its purpose is not to avoid the procedures for postings and, when applicable, committees as set forth herein. No interim position shall extend longer than 12 months. During the existence of such an interim position, the relevant Hiring Supervisor or Provost shall initiate the procedures set forth herein for the filling of the position. An individual serving in an interim position shall not be excluded from applying for the position under the procedures set forth herein.