

**TITLE:           HIRING OF FULL - TIME FACULTY**

1.     A vacancy exists as a result of a resignation, termination, death, retirement, leave of absence of a full-time faculty member, or approved new full-time faculty position.
2.     The Director of Human Resources will announce all vacancies.
3.     The Director of Human Resources will receive all applications and accumulate the transcripts, credentials, and other necessary materials to complete the applications. When all required information has been accumulated, the applications will be complete. Official college transcripts mailed from each college and/or university attended must be received by Gogebic Community College prior to hiring of all instructional candidates.
4.     Complete applications will be prepared by the Director of Human Resources. Those applicants who do not meet the minimum qualifications required for the vacancy will be eliminated based on a review of applications by the Dean of Instruction and the Director of Human Resources.
5.     All completed applications that meet the minimum qualifications required for the vacancy will then be reviewed by the interview committee. They will review them and a preferential list of no more than five qualified candidates will be established. The committee and the Dean of Instruction will develop interview questions and forward the questions for review to the Human Resources Office.
6.     Qualified candidates will be requested to appear for an interview in accordance with the preferential list. Interviews will be scheduled by the Dean of Instruction.
7.     Interviews will be conducted by the Dean of Instruction and the interview committee, excluding the faculty member who has resigned the position to be filled.
8.     Qualified candidates may be interviewed by the President.
9.     The Dean of Instruction shall recommend no more than three qualified candidates to the President and forward the files of the recommended candidates. The President is responsible for recommending a final candidate to the Board of Trustees for employment.
10.    The recommended candidate shall be sent a letter of intent to employ. If the candidate accepts the position, he/she shall be issued a contract. The contract shall be temporary or probationary in accordance with the Faculty Master Agreement.

**TITLE:           HIRING OF FULL - TIME FACULTY (Cont'd)**

11.    The Human Resources Office will issue to the new faculty member during orientation:
  - a)     W-4 Federal Withholding Form
  - b)     M-4 Michigan or WT-4 Wisconsin Withholding Form
  - c)     MPERS Membership Information Form/Optional Retirement Plan Form
  - d)     Payroll schedules
  - e)     Insurance information
  - f)     Appropriate Master Agreement
  - g)     Keys (Buildings and Grounds Director)
  - h)     Illegal Alien Certification
  
12.    All unsuccessful applicants of the employment decision shall be notified that the position has been filled.
  
13.    The Human Resources Office will notify the following offices of any needs and employee start date:
  - a)     Computer Services
  - b)     Payroll
  - c)     Dean of Instruction
  - d)     And other Departments related to position workflow.

Date of Adoption: 3/26/85

Revised: 2/26/92, 1/25/00, 5/26/15