

# Summary of Changes to Faculty Hiring Procedure

## Document Title & Table of Contents

- Title changed to be Administrative Procedure instead of Board Policy.
- Table of contents changed to align with order of document.

## I. Overview

- Reworded and reordered content.
- Added appropriate titles for VPs.
- Included Title 5 language as recommended by HR.

## II. Establishing a Position

- Reworded to align with current practice.
- Content updated by ASVPAA to reflect current practice.

## III. Job Announcement

- Changes reflect current process.
- Ad Hoc job announcement committee language deleted.
- Appropriate titles updates.
- Selection Committee changed to Hiring Committee.

## IV. Recruitment and Outreach

- Cleaned up language to reflect current practices.

## V. Hiring Committee Training, Composition, and Responsibilities

- Section title updated to include responsibilities.
- Change from Selection Committee to Hiring Committee.
- Hiring Committee Training language changes to reflect current practices.
- Hiring Committee Composition adjusted to clarify roles.
- “Hiring Committee Members Commitment and Responsibilities” was added to strengthen the responsibilities of the Hiring Committee members.

## VI. Emergency Full-Time, Temporary Faculty Appointments

- Added to clarify process.

## VII. Applicant Screening Process

- Updates made to clarify current process.

## VIII. Job Offer, Salary Placement and Final Approval

- Updated language to clarify process.