

I. Overview:

The University of Arkansas Community College at Batesville is committed to the principle of equal employment opportunities. The following processes constitute hiring procedures for all positions on the UACCB campus.

II. Practice**A. Open Search Procedure**

1. An open search is the college's preferred mechanism to fill positions. However, under certain circumstances the chancellor's authority permits an exception to the open search process. Examples include but are not limited to:
 - a. a person may be appointed to fill a position in an interim capacity for a period not to exceed one year.
 - b. a person may remain in a position that has been upgraded from a classified to non-classified.
 - c. a person may be appointed to a non-classified position after a review and consensus by the administrative cabinet.

B. Hiring Procedure

1. The Hiring Manager initiates appropriate business process or processes in Workday.
2. Human Resources posts job requisition for determined amount of time.
3. The Hiring manager's Vice Chancellor nominates committee members to be approved by cabinet. An email is sent to them along with HR to notify them of their service.
4. Committee Chair meets with search committee members to review applicants. During this meeting, legal parameters surrounding the interview process will be reviewed by Chancellor's designee.
5. The search committee reviews applications and selects the candidates whom they intend to interview. At this point in the process, reference checks should be completed. The chancellor or the supervisor (if not on the committee) may request the search committee interview additional candidates provided they

- have completed the application process and have met the position requirements.
6. The search committee chair should arrange for candidates to be interviewed by the chancellor and the appropriate vice chancellor during the interview process, when possible.
 7. If travel and lodging are required for the interview process, the search committee chair will refer to the UACCB Travel Policy #265.0.
 8. The search committee forwards the names of the qualified candidates (unranked) to the chancellor for consideration. In those rare occasions when the search committee determines that there are not three qualified candidates, it may forward less than three. The chancellor may declare a failed search based on the recommendation of the search committee. When a search includes internal applicants, the search committee chair will notify internal candidates of the hiring decision or that a failed search had been declared prior to the announcement to the campus.
 9. In instances of needing to re-evaluate positions function due to varying reasons, a failed search would need to occur. Once position updates have been approved a new search can be initiated.
 10. Background checks (including substance abuse testing) shall be conducted only after a candidate becomes the finalist or one of the finalists for a position. For promotions and transfers incumbent employees who are candidates for a new position are required to undergo background checks if one hasn't been completed in the last two years. This process will be initiated by the Committee chair and carried out through an officially designated provider. The candidate will receive an email notification requesting their consent of the release of their personal information. (Referenced in UASP 470.1)
 11. Contingent Offers of Employment can be made unless prior completion of the check is required by law for the position, a campus, division, or unit may make an offer of employment that is expressly conditioned on completion of a background check that is fully satisfactory in the sole discretion of the University. (Referenced in UASP 470.1)
 12. Offers of employment will be sent out using the template provided in Workday. Once potential employee accepts offer, committee chair moves to ready for hire. If candidate counter offers committee chair can reinstate offer letter if needed. If candidate rejects offer the Chancellor or designee can

make off to one of the other recommended candidates or declare a failed search.

III. Clarifying Points:

1. The University of Arkansas Community College at Batesville is an equal opportunity employer.
2. As a public institution of higher learning, the University of Arkansas Community College at Batesville has the moral and legal responsibility to ensure not only that employment practices provide access, equity, and fairness to applicants or employees under consideration, but that it also takes positive, continuing steps to broaden the diversity of the College Board of Visitors, administrative and professional staff, faculty, classified staff and students.
3. All members selected to serve on a search committee will adhere to the confidentiality of the process.
4. Applications are accepted only for posted positions.
5. A person may be sent a direct link to an open job posting to apply.

Adopted: September 28, 2004
Revised: October 23, 2019
October 21, 2021