Allegany College of Maryland

RECRUITMENT OF FACULTY AND STAFF

Revised Date 07-01-2025
Approved by Board of Trustees 09-22-2025
Implementation Date 09-23-2025
Type of Policy: Operational

The College has established a recruitment process to ensure that recruitment of employees is done fairly, legally, and with the objectives of creating a broad applicant pool and hiring the optimal candidate for each position.

I. Recruitment

The College recruits internally or externally as appropriate for open faculty and staff positions. Part-time faculty pools are maintained for credit positions.

The Human Resources Office ("Human Resources") will develop and maintain Recruitment and Selection Standards based on college policy.

II. Equal Employment Opportunity

A. The College will follow the requirements of state and federal law regarding provision of equal employment opportunity through non-discrimination in its employment practices in recruitment, hiring, training, promotional opportunities, compensation, discipline, and termination. (See Policies 03.01.001 Non-discrimination and 03.01.003 Equal Employment Opportunity).

All job postings will include the statement: "Allegany College of Maryland is committed to providing equal employment opportunity to its faculty, staff, and job applicants through non-discrimination in its employment practices including, but not necessarily limited to, recruitment, hiring, training, promotional opportunities, compensation, discipline, and termination. The college complies with all applicable equal opportunity requirements and county, state, and federal law regarding provision of equal employment opportunity."

B. If the College uses the services of an employment agency to recruit personnel, that agency will be informed that the College is an equal opportunity employer and that referrals must be made in accordance with Policies 03.01.001 Non-discrimination and 03.01.003 Equal Employment Opportunity.

C. The Human Resources Office will maintain an applicant tracking system for all applicants and information indicating where job postings have been placed and the sources used to aid in the recruitment of faculty and staff.

D. When Search committees are required, all members participating must abide by the "*Recruitment and Selection Standards".*

The College will proactively promote all external job postings through a wide range of local and national platforms to ensure broad and inclusive outreach to qualified applicants.

III. Recruitment Procedures for Approved Positions

A. The President shall determine whether a position will be filled or postponed. The President and the Vice-President responsible for the position will determine the parameters for filling the position.

B. Human Resources shall process all open positions through the applicant tracking system. Human Resources will be the intermediary for all job posting procedures, communications with the applicant, and the liaison with the search committee chair/hiring supervisor.

C. The chairperson of any search committee will ensure that the search committee abides by the *"Recruitment and Selection Standards".* All search committees must include one trained search committee expert as identified by Human Resources.

D. Search committee members will have access to the application materials immediately.

E. Job postings will be posted for a minimum of two weeks.

F. Applications must be received during the announcement period.

G. All applicants are required to submit application materials for review through the established protocol of the College.

IV. Recruitment Procedures for Part-time Faculty

A. A pool of part-time faculty applicants by discipline is maintained by Human Resources. Department Chair and Program Directors may access these pools at any time to find a part-time faculty to hire. Advertisements are placed as necessary to ensure a sufficient applicant pool.

B. Search committees are not required to hire part-time faculty. The Department Chair or Program Director must ensure that the minimum qualifications of the position are met and must seek approval to hire from the Dean and Senior Vice-President of Instructional and Student Affairs ("VPISA").

C. Human Resources will determine salaries for part-time faculty.

V. Recruitment Procedures for Temporary Personnel

Temporary employees are normally brief appointments (by semester or activity). Examples include but are not limited to peer tutors, learning specialists, coaches, federal work study, and game workers. Area supervisors may hire temporary employees without a search committee and must verify with Human Resources that positions are included in the fiscal year budget. The hiring supervisor must ensure that the minimum qualifications of the position are met.

VI. Noncredit Instructors Recruitment Procedures

Most noncredit instructor appointments are brief (one or two semesters), and employment needs may emerge rapidly and cannot be anticipated in many cases; therefore, responsibility for noncredit recruitment is assigned to Continuing Education and Workforce Development. Search committees are not required for hiring of non-credit instructors.