

Kapi`olani Community College Guidelines  
**FACULTY HIRING CALENDAR**  
**SPRING & FALL HIRES**

**Status Codes for Form 17:**

**Status 0 – Recruitment is ready for approval by authorized signer (Dean, Personnel Officer, Chancellor)**

**Status 1 – Personnel Officer inputs UH usernames and email address of Reviewing Official, etc.**

**Status 2 – Authorized users page completed by personnel officer. Users can login and enter applicant data**

**Status 3 – Users entering applicant data**

**Status 4 – Dean entering screening data of committee’s consensus report (MQs/DQs)**

**Status 5 – Dean: All applicant data entered and selectee chosen**

**Status 6 – VCAA/Chancellor Selectee chosen. Reviewing official reviews and approves recruitment**

**Status 7 – Recruitment approved by Reviewing official**

**Status 8 – Recruitment approved by EEO/AA**

	Spring Hires	Fall Hires	Procedures
1.	Prior to Fall Instruction	Prior to Spring Instruction	Program Administrators meet with/identify unit hiring needs based on Strategic Plan/Tactical Plans and Program Reviews in October for each academic year. Review MQs, submit requests for revisions to system offices.
2.	08/21 09/08	01/08 01/26	<p>A. Program Administrator works with personnel officer to prepare draft ad, draft SF-1 and critical hire form using official format with input from Divisions/Disciplines, master list of official MQ's, and list of official related fields.</p> <p>B. The Program Administrator recommends and Chancellor gives final approval on which positions to fill.</p> <p>C. Program Administrators submit request to Fill Critical Position Form, draft ads and SF-1 to Chancellor who forwards to the Personnel Officer. The Personnel Officer will route for signatures.</p> <p>D. Decision is made regarding a national ad. National ads are prepared by the Dean’s Secretary, reviewed by the Program Administrator and the Personnel Officer. The Dean’s Secretary coordinates the placement of the national ad with Human Resources and prepares the requisition for payment. The Dean’s Secretary obtains a copy of the actual advertisement</p>

		from the publication and places it in the recruitment file.	
3.	08/21 09/08	01/08 01/26	Vice Chancellor of Academic Affairs (VCAA) Secretary coordinates the review and update of form letters by Vice Chancellors and Program Deans as needed with assistance from Program Secretaries. Submit to Personnel Officer for review and posting.
4.	09/20	02/07	Personnel Officer submits finalized ads to <a href="http://workatuh.hawaii.edu">workatuh.hawaii.edu</a> (for posting in newspaper also). (For additional special ads, unit head & secretary fund, prepare, and submit.)
5.	9/20 till all applications are in w/postmark no later than the closing date	2/7 till all applications are in w/postmark no later than the closing date	<p>Program Administrator recommends Screening Committee members to EEO-AA Coordinator.</p> <p><b>STATUS 1, STATUS 2</b></p> <p>Personnel Officer (EEO/AA) sets up Electronic Form 17 once committees are approved, notifies appropriate administrator secretary.</p> <p>Deans' Secretary prepares files and documents: recruitment file, file for each approved Screening Committee member.</p>
6.	9/20 till all applications are in w/postmark no later than the closing date	2/7 till all applications are in w/postmark no later than the closing date	Deans' Secretary receiving vacancy inquiries or applications mails applications or provides instructions to access online application, responds to inquiries and applications with appropriate form letter (inserts copy of approved ad with reply letter to applicants) and maintains and secures application materials.
7.	09/20 (after on-time apps arrive)	02/07 (after on-time apps arrive)	<p><b>STATUS 3</b></p> <p>Deans' Secretary enters all applicants on the on-line Form 17. Secretary contacts EEO-AA Coordinator determines if there is an adequate pool. If pool is insufficient, Personnel Officer will determine re-advertisement.</p>
8.	10/23	03/12	<p>A. Program Administrator with Personnel Officer (EEO/AA) convenes the Screening Committee. (A9.420) The following documents are prepared for this meeting:</p> <p>Copy of advertisement, copy of initial screening checklist (MQs/DQs),</p> <p>B. Personnel Officer notifies Chair Deans and Deans' Secretary approves interview questions, rubrics, exercises, tests, interview parameters. Applications are not released until approved.</p> <p>C. Program Sec notifies Administrator and Screening Committee when applications are ready for review.</p>

9.	10/27 11/09	03/16 03/30	<p>Screening Committee screens applications, checks qualifications, interviews applicants according to criteria, completes the recommendation form, completes the consensus rating sheet, and submits recommendations to the Program Administrator per Screening Committee Memo instructions.</p> <p>The Department Chair's Secretary or the Screening Committee Chair arranges for interviews. Applicants should be given at least 5 working days notice of interviews unless an applicant is able to be scheduled earlier.</p> <p>The Screening Committee Chair forwards the applications to the Department Chair who ensures that the consensus rating sheets have been completed by the committee chair and all screening documents and files are submitted.</p> <p>The Department Chair submits the completed recruitment with his/her review comments to the Dean.</p>
10.	11/13 11/17	04/02 04/05	<p><b>STATUS 4</b></p> <ul style="list-style-type: none"> <li>A. The Dean reviews screening committee's work (MQs, DQs, scoring, pool, and if agrees, inputs applicant into electronic Form 17 after reviewing the committee's consensus review, conducts reference checks.</li> <li>B. Dean interviews with Vice Chancellor and to extent possible with Chancellor.</li> <li>C. If Chancellor and/or Vice Chancellor conducts a separate interview, the Dean prepares recommendation memos to VCAA and Chancellor and completes an initial salary placement. The initial salary placement is sent to the Personnel Officer for concurrence prior to the Chancellor level interview.</li> </ul> <p>(If Faculty Position applicants are considered for the Lecturer Pool, follow the Lecturer Hiring Calendar and cross-reference the application in the Faculty Position recruitment file.)</p>
11.	11/20 11/24	04/09 04/13	<p><b>STATUS 5, STATUS 6</b></p> <p>Program administrator and Secretary finalize appointment letter and hiring packets with recommendee.</p>
12.	12/04	06/18	<p>Deans' Sec submits completed appointment documents, to Human Resources (final hiring documents, appointment letter, POM Packet).</p> <p>Letters of non-selection are sent to applicants by Dean's office.</p> <p><b>STATUS 7, STATUS 8</b></p>

		Personnel Officer finalizes electronic Form 17. Program Sec notifies: Program Supervisor requests keys, mailbox, new faculty's phone, E-mail, etc	
13.	12/13 or when determined	8/1 or when determined	Program Sec enters new faculty member schedule in Banner, if applicable.
14.	12/29	08/01	Program Sec archives recruitment file for 5 years unless otherwise notified.
15.	01/02	08/14	Duty period begins.
16.	01/02	08/14	New Employee Orientation.
17.	June	June	HR to distribute calendar for changes for the next academic year. <sup>1</sup>

Note: If recruitment is initiated after the dates shown in this calendar or if there are delays, adjust the other dates accordingly. Exceptions require more time for external approval; e.g., additional step placement.

Note: Suggestions for improving this calendar may be forwarded to HR for consideration in the next version.

Distribution: Instructional Administrators, Administrative Secretaries in Instruction, and HR.