

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

HUMAN RESOURCES

SUBJECT: HIRING PROCEDURE

REVIEWER(S): President*
Provost
Dean, Student Affairs and Enrollment Management

POLICY

To facilitate effective and efficient staffing, Carolinas College of Health Sciences (Carolinas College) will adhere to hiring practices consistent with local, state, and federal regulations and will defer to Atrium Health Human Resources (HR) guidelines and policies in all areas not expressly addressed in this policy.

PROCEDURE

A. Approval to Hire

1. As soon as a leader is aware of the need to fill a position, the position is discussed with their supervisor. In the approval process, consideration is given to the current circumstances and reaffirmation that the position continues to support college goals. Additional levels of approval within the college and Atrium Health may be necessary depending upon the nature of the position.
2. Once approved to move forward, the leader completes the RedCap Form.
3. After completing the RedCap Form, the leader requests the job to be posted through Workday. The leader provides a justification for the position to the president based on the discussion with their supervisor.
4. The leader should review the job description prior to posting the position to ensure it is current. Any changes should be discussed with their supervisor and submitted to the president's office.
5. Leaders have the prerogative to move faculty based on course needs and enrollment.

B. Hiring Procedure

1. The HR recruiter conducts the initial screening of candidates and sends qualified candidates to the leader for review. It is recommended that leaders have a conversation with the HR recruiter about the specific needs of the position prior to posting.
2. A search team is formed by the leader that is composed of representatives from the hiring department, at least one representative from an external department, and a student (when applicable). The leader employs the search team to develop interview questions, evaluate applications, and determine those applicants best qualified to interview for the position. The leader works with the recruiter to arrange interviews for those applicants.
3. The leader decides who to hire in consultation with the search team and their supervisor. Once a decision is made, the recruiter is informed of the hiring decision. Satisfactory references and a background check are obtained before an offer of employment is made.
4. The Carolinas College compensation policy, in addition to guidance from the HR recruiter, is used to identify a starting salary to be offered.
5. The HR recruiter contacts the selected applicant to extend the job offer, negotiate salary, set a starting date, and arrange a date for a health assessment.
6. The leader completes and begins the distribution of the New Hire and Teammate Access Checklist. It is the responsibility of the leader to manage this checklist and finalize completion within 30 days of hiring.
7. Faculty and program chairs receive a teaching agreement from the provost that outlines the parameters of the initial and subsequent academic terms of employment. New faculty and chairs sign the agreement to confirm acceptance of the employment conditions outlined in the agreement letter. The teaching agreement letter is then signed by the appropriate leader (program chair or provost) and is placed in the personnel file. New teaching agreements will be

- issued annually.
8. Personnel files will be maintained by the office of the president.
 9. Upon start, the leader will ensure the new teammate follows an onboarding plan specific to their position using the New Teammate Onboarding Checklist.
 10. The Hiring Procedure policy and procedure will be reviewed annually.

REFERENCES

Related Policies to Consult:

Carolinas College of Health Sciences:

HUMAN RESOURCES - Compensation; Teammate Onboarding and Departure

Atrium Health:

Atrium Health: Qualifications

Related Form(s)

New Hire and Teammate Access Checklist

New Teammate Onboarding Checklist

Teammate Credentials Form

Related 2024 SACSCOC Standard(s)

5.5 Personnel appointment and evaluation

6.2.a Faculty qualifications

6.2.c Program coordinator

6.3 Faculty appointment and evaluation