



DEPARTMENT OF HUMAN RESOURCES

***Search Committee Hiring
Manual***

Basic HR Procedures
Search Committee Procedures
Affirmative Action Plan

OCEAN COUNTY COLLEGE
2006

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OCEAN COUNTY COLLEGE SEARCH PROCESSES

I. Search Process for the Recruitment and Selection of the College President

The Board of Trustees Policy #1260 will govern the search process for the College President.

II. Search Process for the Recruitment and Selection of Professional Employees

A. Vice Presidents

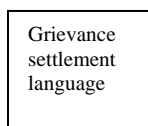
The search for a college Vice President will be conducted in the same manner as searches for Professional Employees, outlined below, with the following amendments:

1. The President will appoint the Search Committee Chairperson and the members of the Search Committee, consisting of at least three faculty members if the search is for the Vice President of Academic Affairs.
2. All area Vice Presidents will interview the recommended candidates and submit independent recommendations to the President.
3. The Board of Trustees will have the option of employing a nationally recognized higher education group, agency, or association to assist in the search.
4. The college President will determine whether or not and in what manner the incumbent Vice President will participate in the selection of his/her replacement.

B. Requisition, Recruitment, and Search Committee Formation for Professional¹ Positions

1. The immediate supervisor will initiate Personnel Requisition forms as soon as the need to hire is established and approved by the area Vice President. Information concerning this process may be found in the *Human Resources Hiring Manual*.
2. After the Personnel Requisition is approved and filed with HR, the area Vice President will appoint the Search Committee for the position. The immediate supervisor will, in most cases, chair the committee. Whenever possible, the Search Committee will be composed of professional representatives from the department and such other representatives as deemed appropriate. *In the case of a search for a full-time faculty member, the chair of the committee will request that at least two faculty members serve. If selected faculty member(s) choose not to serve, the chair has the option of requesting faculty*

Grievance
settlement
language



¹ A professional position is usually defined as a full-time position requiring at least a bachelor's degree or equivalent professional certification.

replacement(s) or proceeding without faculty replacement(s). Each Search Committee will have a trained affirmative action representative and female representation.

3. The Vice President of Academic Affairs will serve on all Search Committees for the replacement of academic Deans.
4. HR is responsible for announcing all position vacancies, consolidating requests when needed for cost-efficiency. Position vacancy announcements should accurately reflect position descriptions.
5. HR is responsible for receiving, responding to, and maintaining applications.

C. Search Committee Preparation

1. Following the posting of the position, the Search Committee Chair shall convene the committee as soon as possible.
2. At this meeting, HR or its designee will provide an orientation to the search process, the interview process, and the affirmative action plan.
3. HR and the Search Committee Chair will review the position with the committee and clarify the minimum qualifications and preferences for the position, as advertised. The Chair will provide each committee member with a copy of the position announcement, the position description, and candidate evaluation forms.
4. HR will record the names of each of the members of the Search Committee for its records.

D. Development of the Interview Format

1. Following the initial meeting of the Search Committee, the chair and the members will develop the format for the interviews of position candidates.
2. Questions developed for the interviews must be consistent with the functional responsibilities of the position and the hiring criteria and must be reviewed with HR prior to use. The Chairperson will be responsible for the final editing of the questions and for assuring that each candidate is asked to respond to all of the questions during the interview. This does not preclude asking follow-up questions.
3. Interviews for professional positions should include appropriate multiple activities, possibly including, but not necessarily limited to:
 - Activities designed to measure technological literacy
 - Written responses used to measure writing and critical thinking skills as well as content knowledge
 - Small-group conversations with stake holders
 - A pre-assigned (short) presentation using at least one digital presentation mode
 - Any other relevant job-related performance activity or testThe Chair will ensure that each candidate is asked to perform the same activities.

E. Chair Responsibilities and Search Committee Procedures

1. *All college personnel involved in a search are responsible for ensuring that the college selects fully qualified candidates based on Equal Employment Opportunity Guidelines and Affirmative Action Principles (see Appendixes). All will make every effort to attract a diverse pool of applicants.*
2. *All involved persons must familiarize themselves with all applicable policies and employment agreements. In the event of any conflicts, the policies and/or agreements will prevail.*
3. After the application deadline, HR will screen all applications for affirmative action and EEO compliance as well as for applicant's minimum position requirements and then forward all qualified applications to the Search Committee Chair and a list of the qualified applicants to the area Vice President.
4. In the event the position posting has failed to produce a sufficiently diverse pool or a sufficient number of qualified applicants, HR will re-advertise the position and the search process will be resumed, if appropriate. Should the second advertisement for the position fail to produce a diverse and qualified pool of applicants, the area Vice President will decide on the disposition of the search. Internal promotion, canceling the search, or use of an outside group to assist may be alternative strategies, with the approval of the President.
5. In the event that a sufficient pool has been established, Search Committee members will review all applications and select a sufficient number of qualified applicants, six if possible, to be interviewed. This selection should fairly represent the diversity of the applicant pool.
6. The area Vice President will have the right to identify additional candidates from the applicant pool to be interviewed by the Search Committee.
7. All internal applicants who meet the minimum qualifications for the position will be interviewed.
8. The Search Committee Chair will schedule and coordinate interviews with selected candidates at times when all committee members can be present. In the event that a search committee member misses an interview, s/he must abstain from the vote on that candidate and the average tally will be adjusted accordingly.
9. Interviewees for professional positions will be reimbursed for one-half of their documented expenses within prevailing college rates and prior approval by the chair. For a second interview, all documented expenses for travel, meals (at the college rate), and lodging (if necessary) will be reimbursed in full. Foreign travel will not be reimbursed. The chair will be responsible for coordinating the travel needs of the interviewees.
10. The Chair will be responsible for reference checks and employment verifications. These will be anecdotally recorded and kept with the hiring packet. For positions that require background checks, the HR office will coordinate with the committee chair on the information gained from the check prior to any employment decision. An applicant will be informed about the check during the interview process and required to authorize the check if s/he is the candidate selected for the position.

11. When interviews and reference checks are completed, the Chair will convene the committee to decide which candidates to refer to the President and Vice President. It is preferred that the decision be made by consensus, but no less than a majority decision will be acceptable. It is preferred that three candidates be recommended if possible, but in the event that the committee is not able to recommend any finalists, the chair will discuss this with the Vice President and the Director of HR. The Vice President will then decide upon the disposition of the search. Internal promotion, closing the search, or use of an outside agency for assistance may be possible alternatives with the approval of the President.
12. The chair will transmit the (alphabetized) files of the recommended candidates to the Vice President. Included with the candidates' files will be:
 - All credentials of the finalists including reference and employment verification anecdotes
 - The chair's summary of the committee's action on each selected candidate (in memo form, addressed to the VP, summarizing the committee's consensus along with the candidate's qualifications and the reason(s) for the committee's recommendation)
 - A copy of the interview format
 - An affirmative action report completed by the chair
 - The originals of any examinations/tests given to the candidate
 - Any other materials the committee deems appropriate.
13. The chair will transmit all other applications, credentials, evaluation forms, examinations/test results, and other search materials to HR so preparation of communications can begin. All original search documents will be returned to HR.

F. Final Interviews

1. The President and the area Vice President will first interview candidates (one, more, or all) selected from the finalists recommended by the Search Committee
2. The President and Vice President may review the pool of candidates selected for initial interview by the Search Committee and extend a final interview to candidates in this pool if so desired.
3. The President will make the final selection for recommendation to the Board.

G. Search Closure Procedures

1. The Director of HR will contact the selected candidate to secure an agreement on starting date and salary. These offers will be consistent with prevailing wage/salary practices and agreements at the college, as follows: The Director of HR receives the name of the recommended candidate and desired start date(s) and calculates the salary based on the given information (e.g. experience, degrees, salary range, military

service, inside promotion/outside candidate, et. al.) and then recommends the salary. This recommendation goes to the President, the Vice President of Finance, and the area VP for approval. If there are any problems, the parties meet to discuss the final salary number.

2. In the event a mutual agreement on starting salary cannot be reached with the candidate, the Director of HR, the area Vice President, the Vice President of Finance, and the President will meet to determine the continuing disposition of the search.
3. After the selected candidate has accepted the employment offer, the Director of HR will:
 - Prepare the appropriate Presidential recommendation for the next Board of Trustees meeting;
 - Issue communications to other applicants that the position has been filled;
 - Maintain all hiring information in accordance with prevailing EEOC regulations and college policies.

III. Search and Screen Procedures for Adjunct Faculty

- A. The Human Resources Department, in consultation with Department Deans, will initiate an advertising request at least twice per year for a reserve pool of adjunct instructors which will be sufficient to sustain the instructional credit load historically taught by adjuncts and to meet projected department-growth patterns. However, advertising for the needs of specific departments may be initiated at any time.
- B. Recommendations for those candidates interviewed and deemed best qualified by the Department Deans will be forwarded to the Vice President of Academic Affairs for further consideration. The files of candidates approved by the Vice President of Academic Affairs will be forwarded to the President for final review. HR must verify qualifications prior to hire.
- C. A Department Review Committee consisting of the Department Dean (who will serve as chairperson), the Department Affirmative Action Representative and at least one other department faculty member will meet routinely to review all adjunct applications, in process or completed, to ensure that the College's commitment to affirmative-action objectives is being met.

IV. Search and Screen Procedures for Staff Positions (Non-Professional)

- A. The search-and-screen procedures for all Staff Positions will incorporate the same Affirmative Action/Equal Employment Opportunity safeguards that are utilized for professional positions. All vacancies will be posted in accordance with Equal Employment Opportunity regulations. Internal candidates will be identified and given

proper consideration in accordance with the Affirmative Action goals of the Board of Trustees.

- B. Since the search-and-screen procedures are more centralized in the Human Resources Department for staff positions, the responsibility to coordinate, monitor, and evaluate the selection process rests primarily with the Director of Human Resources. Whenever applicant pools or groups of prescreened candidates are transmitted to College departments for interviewing and selection, the Director of Human Resources will work closely with the appropriate department administrator(s) to ensure AA/EEO compliance. The Human Resources Department will be responsible for assisting department administrators with all pre-employment reference checking and applicant testing. All recommendations for appointment will be transmitted through the Director of Human Resources and the President to the Board of Trustees for approval. The Director of HR brings the forms needed to start the process to the orientation meeting and can intervene at any time in the process to keep it on track and in compliance.

- C. The Human Resources Department will maintain proper affirmative-action statistics on staff-position searches.

V. Development of Data

The Office of Institutional Research will provide, as needed, population statistics to aid the departments in establishing affirmative-action objectives.

VI. Responsibilities

- A. The President will:
 - 1. Be responsible for the overall administration of the College Affirmative Action Plan.
 - 2. Establish, administer, and provide policy directions for the plan so that equal-employment opportunity exists in all areas of the College.
 - 3. Disseminate appropriate directions to Vice Presidents and other administrators from time to time to ensure compliance with the plan.
 - 4. Administratively support the plan so that employment, training, and promotional objectives are met.

- B. The Vice Presidents will:
 - 1. Be responsible for all aspects of the College Affirmative Action Plan as it applies to their offices.
 - 2. Establish their divisional objectives based on current and projected needs in accordance with the College Affirmative Action Plan and the College Master Plan.

3. Ensure that supervisors and staff fully understand the plan and are adhering to its recruitment, selection, and promotion procedures.
4. In addition, the Vice President of Student Affairs will ensure that the College is fulfilling its responsibility to its students in accordance with Title IX of the 1972 Amendments to the Higher Education Act.

C. The Office of Human Resources will:

1. Ensure that the procedures used to recruit and select all staff conform to the goals and objectives of the Affirmative Action Plan.
2. Assist in providing career counseling to employees.
3. Establish and implement a system to keep the College aware of significant developments related to equal employment and affirmative action. Such developments will include new laws, court decisions, administrative rulings, and effective programs at public institutions of higher education.
4. Review all proposed hiring actions to ensure that affirmative action is being taken.
5. Develop and conduct briefing programs for the Vice Presidents and other administrators in affirmative-action procedures.
6. Provide guidance to area Vice Presidents and other administrators for identification of alternate career paths for women and minority employees.
7. Insure that the Affirmative Action Officer evaluate the College's achievement of its affirmative-action objectives annually and report his/her findings to the President not later than July 31 of each year for the fiscal year just ended.

APPENDIX: OCEAN COUNTY COLLEGE AFFIRMATIVE ACTION PLAN

1. AFFIRMATIVE ACTION OBJECTIVES: To fulfill this commitment, the College will:

- Encourage and assist all persons to qualify for employment and educational opportunities solely on the basis of merit, without regard to race, color, creed, religion, sexual affection, ancestry, national origin, gender, age, marital status, disabled-veteran status, or physical disability.
- Redress any imbalance in representation in classifications with disproportionate numbers of one gender or race caused by artificial barriers of attitude or custom.
- Achieve full participation of women and minorities in all categories and in all levels of College employment.
- Obtain compliance with both the spirit and the letter of the laws guaranteeing equal opportunity and freedom from discrimination in any terms or conditions of employment.
- Preclude sexual harassment in any form in the conduct of employment and educational affairs.

2. PURPOSE: The purpose of Ocean County College's Affirmative Action plan for both employees and applicants is to provide fair and equal employment opportunities for employment on the basis of individual merit and fitness as ascertained through fair practical methods of selection and promotion and without regard to race, color, creed, religion, sexual affection, ancestry, national origin, gender, marital status, physical handicap or other non-merit factors. It is also the purpose of the Affirmative Action Plan to outline and implement Procedures to effectively use the College's available human resources. By applying sound management practices and merit principles, available statistical data reflecting job market and population conditions and the availability of persons possessing requisite skills, the College will attempt to alleviate all disparity in the employment of minorities and women in the College's total work force. Equal employment opportunity in the College's work force will be accomplished by a thorough review of the College's total Human Resource administration, and through the following components of its Affirmative Action Program.

- **Recruitment:** Actively recruit qualified minorities for classifications in which they have not traditionally been employed. Actively recruit qualified women for classifications that have been traditionally occupied by men and vice versa.
- **Selection:** Choose personnel considered qualified based solely on the prior-approved requirements for the position and the Affirmative Action Goals, as established by the Board of Trustees.
- **Career Development:** Review current career series to identify possible alternative-career paths. Provide career counseling to employees.
- **Training:** Train all College administrators and supervisors in affirmative action procedures.

- **Development of Data:** Provide statistics to aid in the establishment of affirmative action objectives.
- **Development of Department Objectives:** Develop departmental objectives based on personnel needs and desired achievements in accordance with the overall College Affirmative Action Program.

3. HIRING GUIDE FOR AFFIRMATIVE ACTION

Filling Position Vacancies: The initial request to fill a vacancy will normally be made by the supervisor through appropriate channels to the area Vice President. When approval has been granted to fill the position, compliance with Board Policies, #3000, #3001, #3040, and the College's Affirmative Action Plan will occur. All discussions with a candidate will be exploratory and tentative. An offer of appointment to all employee positions will be made by the appropriate Vice President or designee, but will not be made until the Affirmative Action Officer has approved the hiring recommendation form. All final employment decisions are made by the College Board of Trustees upon the recommendation of the President of the College.

Record Keeping: The Affirmative Action Officer will be responsible for seeing that information on recruitment, hiring, reappointment, promotion, and non-reappointment are properly recorded and retained in official records. Additionally, the Human Resources Department will maintain on file for a period of two years, all vitae it receives in response to available positions as well as all written evaluations prepared of the candidates interviewed in compliance with prevailing EEOC regulations.

Standard Recruitment /Advertising /Interviewing Procedures:

- **Recruiting:** The basic concept of affirmative action is that positive steps should be taken to overcome the effects of any past discrimination, intentional or otherwise. The informality of word-of-mouth recruiting has, in the past, tended to exclude women and minority candidates who were not in touch with the grapevine. Therefore, efforts will be taken to expand methods of recruitment.
- **Advertising:** Regular vacancies will be advertised, both within the college and externally. Job announcements are the responsibility of the Human Resources Department. Sources of advertising include newspapers, postings, direct mailings, web sites, professional journals, other colleges, job search organizations, and special training resources. All advertising and recruitment materials will indicate that Ocean County College is "An Equal Opportunity/Affirmative Action /ADA Employer."
- **Vacancy Notices:** Vacancy notices will be as precise as possible with regard to the level of the job, the qualifications required of that position, salary information, and any preferred specialization.
- **Interviewing:** When search committees are used, as stipulated by policy and/or contractual agreements, the membership will include women and trained Affirmative Action representatives as members. Interviewers will direct discussion to questions pertaining to the qualifications of the candidate for the position and will not ask questions relative to race, religion, sexual affection, creed, color, national origin, ancestry, age, gender, marital status, armed-forces liability, protected disability, or veteran status. All candidates invited for an interview will be treated equally. Relevant interview notes will be saved in the affirmative action file.
- **Basis for Non-Discrimination:** State and federal laws prohibit discrimination on the basis of race, creed, religion, color, gender, national origin, ancestry, age, mental and physical disability, sexual orientation, atypical hereditary cellular or blood trait, liability for service in the Armed Forces of the

United States, or military, or marital status. Additionally, the College is prohibited from discriminating on the basis of previous part-time employment.

- **Reverse Discrimination**: Affirmative action neither requires discrimination against white males nor hiring unqualified persons. Reverse discrimination is just as illegal as discrimination against women and minorities. College administrators will neither imply that the College will not hire white men, nor that a particular position is being held for a female or minority person. In summary, the law prohibits discrimination against any individual on any basis that does not relate directly to the requirements of the job.
- **Subtle Bias at the Screening/Interviewing Level**: Search committees and individual interviewers will be alert to subtle discrimination that may affect the evaluation procedure. The Supreme Court has held that standards that tend to have a disproportionate impact on one race or gender, even though they are uniformly applied to all candidates, must be validated. Possible areas of concern in this regard are:
 - a. **Age**: If preference is given to professional-position candidates in their 20's over candidates in their 30's, women and minorities who generally complete their advance degrees at a later age than white males, will tend to be excluded. Candidates will be judged with respect to their "professional age," not their chronological age.
 - b. **Prior Part-time Service**: The College is prohibited from discrimination against persons who have held part-time appointments. The reason for this is similar to the age question. Many professional women prefer part-time positions when their children are young. Time spent in part-time service will be pro-rated in comparing the previous experiences of individual to those of other candidates.
 - c. **Institution from which Candidates Holds Degrees**: Traditionally, women and minorities have not attended prestigious schools to the same extent as white males. Giving greater weight to degrees from specific universities than to other institutions thus tends to have a discriminatory impact. Candidates will be judged on their individual merits, not solely by the institutions they attended.
 - d. **Personal Preference or Assumptions**: Preference of other employees for whites or males as colleagues will not be relevant to hiring decisions and is illegal. It also is illegal to make hiring decisions based on unverified assumptions, such as assuming that an applicant is unwilling to relocate because of gender or that an applicant is unwilling to work in an all-white department because s/he is of a different race.
- **Nepotism**: In general, policies or practices which restrict the employment of more than one member of a family from working in the same department are prohibited. However, members of the same family will not be employed so that they might influence employment decisions about each other.
- **Equal Pay**: Pay differentials based on race, gender, or other extraneous considerations are illegal. Individuals will receive equal pay for equal or substantially equal work. Differences in pay based on merit or seniority are permissible, but the merit or seniority system in itself will not be discriminatory. This means that similarly situated persons (with the same level of responsibility, same rank/classification, same experience, same or substantially similar qualifications with respect to degrees, etc.) will receive equal pay.
- **Last Minute Vacancies**: The recruitment process is hampered when vacancies develop on short notice. In cases in which departments are not sure early in the year if resources will be available to meet their needs, it is wise to advertise such a potential vacancy rather than be caught unprepared at the last moment. Last-minute vacancies that develop because of unexpected resignations may be handled in several ways. If it is too late to place a notice in the appropriate professional journal, there should still be time to advertise in a weekly publication such as the Chronicle of Higher Education. There should also still be time to contact referral services such as the Higher Education Referral

Services. The department may already have on hand a backlog of applications, which may be activated. No permanent position will be filled without an adequate search. If there is not time for an adequate search, a temporary (one-term or one-year) appointment will be made, making it clear to the appointee that a full search will be made and that s/he will compete with others for the permanent position.

- **Response to Applicants:** All applications will be sorted into appropriate categories. All candidates will be informed in a timely manner as to the receipt of their application and/or of materials needed to complete their application. Non-qualified candidates may be notified that they will not be further considered for a position. All applicants will be notified when the position is filled by the final selection of a candidate.
- **Measuring the Effectiveness of Affirmative Action Recruitment Procedures:** In evaluating the Recruitment and Selection Report forms, area Vice Presidents will look carefully at the number of applicants and the representation of women and minorities in that applicant pool. General information on the proportion of women and minorities in each academic field is available, and the applicant pool for a vacancy can be assessed as to the number of affirmative-action applicants within the field. If the number is small, the area Vice President, Affirmative Action Officer, or College President, may determine that the recruitment campaign was not thorough enough and appointments or approvals will not be given. In such cases the search process will be reopened, if appropriate.
- **Monitoring New Hires:** In cases of departments with an under utilization of women and/or minorities, particular attention by the area Vice President, Affirmative Action Officer, and College President will be paid to the search process.
- **Reappointment and Promotion of Employees:** Personnel decisions on reappointment and promotion in all employment categories will conform to the same standards in non-discrimination that apply with respect to hiring practices. Decision-makers will be responsible for the same principles of compliance and documentation for non-reappointment and promotion. Documentation will accompany the personnel forms or promotion packets.
- **Teaching and Committee Assignments:** Academic Deans should use Affirmative Action Guidelines and college policy in assigning courses, in determining workloads, and in making committee and other assignments. Such assignments will be made with maximum attention to qualifications and a proper balance of teaching and other duties within the department and will avoid all bias.
- **College Affirmative Action Officer:** The College Affirmative Action Officer designated by the President will be available to discuss questions relating to affirmative action/equal opportunity with individual faculty and staff members. The College Affirmative Action Officer will make affirmative-action reporting forms available to college employees, will observe practices and monitoring procedures, and will serve as the liaison between the College and governmental agencies.
- **Posting:** The Office of Human Resources will be responsible for properly announcing available positions to employees and potential job applicants.

Laws and Regulations Concerning Discrimination in Educational Institutions:

1. Executive Order 11246, as amended by 11375: *Prohibits federal contractors from discriminating in employment on the basis of race, color, religion, national origin, or gender.*
2. Title VI of Civil Rights Acts of 1964: *Prohibits discrimination against students on the basis of race, color, or national origin.*

3. Title VII of the Civil Rights Act of 1964, as amended: *Prohibits discrimination in employment on the basis of race, color, religion, national origin, or gender.*
4. Equal Pay Act of 1963, as amended: *Prohibits discrimination in wages, salaries, and many fringe benefits on the basis of race or gender.*
5. Title IX of the Education Amendments of 1972, as amended: *Prohibits discrimination against employees or job applicants because of age and protects those individual who are forty years of age or more.*
6. Age Discrimination in Employment Act of 1967: *Prohibits discrimination against employees or job applicants because of age and protects those individuals who are forty years of age or more.*
7. Rehabilitation Act of 1973: *Prohibits discrimination in employment because of physical or mental handicap in regard to any position for which the employee or applicant is qualified*
8. N.J.S.A. Title 10, Sec. 10:5 – *New Jersey Law Against Discrimination: Prohibits discrimination in employment on the basis of race, creed, color, national origin, ancestry, age, marital status, or gender, or handicap.*
9. N.J.S.A. Title 34, Sec. 34:11 – *Equal Pay for Women: Prohibits discrimination in the rate and/or method of wage payments to an employee because of gender.*
10. The Americans with Disabilities Act of 1990: *Guarantees disabled persons access to employment, public accommodations, transportation, public services and telecommunications.*
11. *The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, Public Law 103-353): Provides reemployment protection and other benefits for veterans and employees who perform military service. USERRA guarantees the right of return to civilian employment with accrued seniority, providing statutory criteria are met.*

DEFINITIONS AND JOB CATEGORIES

Throughout this Plan, the following terms carry the following meanings:

Affirmative Action means the steps that Ocean County College will take to satisfy its lawful requirements for equality to all persons of protected classes in the conduct of its affairs in all phases of College operations.

The Affirmative Action Officer is that person appointed by the President to coordinate and disseminate affirmative-action policy and programs throughout the College. The Affirmative Action Officer will communicate with all Vice Presidents, Deans, Department Administrators, Directors, and Supervisors on all developments, criticisms, discrepancies, etc., relative to the College’s Affirmative Action Program.

Disabled Veteran means a person entitled to disability compensation under the laws administered by the Veterans Administration for disability rated at thirty percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Divisional Objectives are specific plans that include short-range and long-range goals, timetables, and specific programs for achieving proportional employment.

Discrimination means the intentional or unintentional application of personnel policies and/or practices in a way which has an adverse impact on individuals because of their race, religion, sexual affection, creed,

color, national origin, ancestry, age, gender, marital status, armed-forces liability, protected disability, or status as war veterans.

Equal Employment Opportunity means that all personnel activities and action will be undertaken in a manner which does not discriminate with regard to race, religion, sexual orientation creed, color, national origin, ancestry, age, gender, armed-forces liability, protected disability, or marital status; but which does differentiate solely on the basis of job-related qualifications.

Disabled Individual means any person who (a) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (b) has a record of such impairment; or (c) is regarded as having such an impairment.

Minority refers to the following classes of persons: African American, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native.

Protected Class refers to women, veterans, disabled individuals, persons over forty years of age, or the sexual orientation of individuals. "Protected class" means that a class of individuals is protected by either a state or federal law against discrimination in employment because of past discrimination and is therefore, covered by this plan.

Qualified means qualified under criteria validly and demonstrably related to the nature of a particular job or enrollment in the College.

Sexual Harassment is defined by the Equal Employment Opportunity Commission as unwelcome advances, request(s) for sexual favors, or other verbal, non verbal, or physical contact of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity.
- (b) Submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual; or
- (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive working/learning environment.

Veteran refers to a person who 1) served on active military duty during time periods of engagement designated by the Veterans' Administration as military conflicts and 2) was discharged or released with other than a dishonorable discharge or was discharged or released from active military duty for a service-connected disability.

Work Force is all employees of Ocean County College, excluding its own students, who might be temporarily employed under various student financial-aid programs. In addition to using the above definitions, the Affirmative Action Plan frequently makes reference to specific job categories. The specific Equal Employment Opportunity Commission job categories to which the plan refers are defined in the following paragraphs.

Administrators and Supervisors This category includes positions responsible for management of a department or a distinct functional area of a department. Assignments require the performance of work related directly to management policies or general business operations of a department. Incumbents must regularly exercise discretionary judgment and direct the work of others.

Professionals This category includes positions in which the staff member must have specialized and theoretical knowledge usually acquired through college training, work experience, or other training which provides comparable knowledge. Regular faculty, librarians, counselors, and administrators are in this category.

Technicians This category includes positions which require a combination of basic scientific or technical knowledge and manual skill obtained through specialized, post-secondary-school education or equivalent on-the-job training.

Paraprofessional This category includes positions in which employees perform some of the duties of a professional or of a technical nature. They function in a supportive role, and less formal training or experience is required for paraprofessional status than for the professional or technician category.

Supportive Staff This category includes:

- a. **Office and Clerical.** These persons prepare the internal and external communications, record and retrieve data and/or information and prepare other clerical work required in an office.
- b. **Service, Maintenance, and Security.** These employees work activities contribute to the upkeep and care of buildings, facilities, and public property or the comfort, hygiene, safety, and security of the College work force, the students, and the general public.

Adopted: June 26, 1972

Revised: February 14, 1977

Revised: May, 1983

Revised: April 23, 1990

Revised: May 29, 2001

Revised: April 29, 2002

Revised: January 6, 2006 by College President in line with new Policy #3001, approved by Board of Trustees on December 12, 2005.

APPENDIX: Policy #3000

PERSONNEL
ALL EMPLOYEES
Equal Employment
Opportunity #3000

POLICY

Equal Employment Opportunity: The Board of Trustees of Ocean County College is committed to a policy of fairness and equity in all actions involving its personnel recruitment, selection, hiring, retention, promotion, employment conditions, and retrenchment.

Affirmative Action: The Board will govern the college so as to give employee the opportunity to pursue and achieve their potential based on merit, without regard to race, color, creed, religion, sexual orientation, ancestry, national origin, gender, age, marital status, parental status, veteran status, or disability status.

Adopted: June 26, 1972
Revised: December 12, 1983
Revised: June 24, 1985
Revised: December 12, 2005

<u>Opportunity #3000</u>	PERSONNEL General <u>Equal Employment</u>
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PROCEDURE

All contracts, lease agreements, and purchase orders issued by Ocean County College, with a face value of \$5,000 or more, will include a copy of the Equal Employment Opportunity provisions of paragraphs 1 through 7 of Section 204 of Executive Order No. 11246, as amended. The required text is contained in Form BF-83 (7/72), and may be obtained from Ocean County College's Department of Administrative Services.

Contracts, lease agreements, and purchase orders issued by Ocean County College, with a face value of less than \$5,000, must include a summary clause of the Equal Employment Opportunity provisions of Executive Order No. 11246, as amended. The required text of the summary clause may be obtained from Ocean County College's Department of Administrative Services.

Adopted: June 26, 1972
Revised: December 13, 1983

Revised: April 25, 2000

APPENDIX: Policy #3001

PERSONNEL
ALL EMPLOYEES
Searches and Staffing #3001

POLICY

All hiring at Ocean County College will strictly adhere to the college's Human Resources Hiring Manual and the Search Committee Hiring Manual to recruit and hire the best-qualified persons for each job vacancy. OCC is an Equal Opportunity/Affirmative Action employer and endorses the national policy of Affirmative Action and Equal Employment Opportunity in compliance with all applicable laws.

Adopted: December 12, 2005

**Appendix: AFFIRMATIVE ACTION SUMMARY
WITH RECOMMENDATION TO HIRE**

Position Information

Title: _____	Search Committee
Chair _____	
Department: _____	Affirmative Action
Rep _____	
(REQUIRED)	
Members: _____	_____
_____	_____
_____	_____
_____	_____

Affirmative Action KEY

- A. **White, not of Hispanic Origin-** Peoples having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- B. **Black, not of Hispanic origin-** Peoples having origins in any of the black racial groups of Africa.
- C. **Hispanic/Latino origin-**A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- D. **American Indian/Alaskan Native-**A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.
- E. **Asian/Pacific Islander-**A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific.

Applicant Profile Statistics
Statistics

Interview Profile

Male Female _____

Male Female _____

White _____
Black _____
Hispanic/
Latino _____
Amer Ind/
Alaskan _____

White _____
Black _____
Hispanic/
Latino _____
Amer Ind/
Alaskan _____

Asian/Pacific
Islander _____
Unknown _____

Asian/Pacific
Islander _____
Unknown _____

Total _____

Total _____

Grand Total _____

Grand Total _____

1. Applicants, who declined interview, did not return call to schedule interview or scheduled interview and did not show.

Attach additional sheet if necessary as attachment #1

2. Applicants not qualified for position:

Attach additional sheet if necessary as attachment #2

Recommended For Position As Finalist # 1

Name _____
Address _____
Telephone# _____

Race _____ Sex _____
Recommended Hire Date _____

Additional Recommended Finalists

Finalist# 2 Name _____
Address _____
Tel. # _____
Race _____ Sex _____

Finalist# 3 Name _____
Address _____
Tel. # _____
Race _____ Sex _____

Attach additional sheet if necessary as attachment # 3

Approvals

_____	_____
Affirmative Action Officer	Date
_____	_____
Area Vice President	Date
_____	_____
Vice President of Finance	Date
_____	_____
President	Date

HR Notes

1. Board Resolution for _____ Board of Trustees Meeting
2. Applicant offered Position by _____ on _____
3. Hire Date: _____
4. In Processing scheduled for _____
(Date)

5. Applicant informed to bring:

Appendix: Interview Applicant Summary Sheet*

Applicant: _____

Position Interviewed For: _____

Date Of Interview: _____

Interview Summary

- Did not meet all required qualifications on job description (please identify at least one qualification that was not met)

- Met all required qualifications on job description

- Met all required qualifications on job description and also brings the following preferred skills/experience (identify)

(Check one)

- Was Interviewed
- Was Not Interviewed

Summarize Strengths And Weaknesses

Results of Interview (If Interviewed)

- Recommended as finalist # _____
- Do not recommend hiring
- Other (explain)

Committee Chair Date
Members

Initials of committee

** Attach this form to the front of each application.*