



RECRUITMENT AND HIRING POLICY

Policy Number:
Owner Department: Human Resources
Approved Date/Effective Date: May 26, 2021
Approved By: President's Council

I. POLICY STATEMENT

Southwest College of Naturopathic Medicine & Health Sciences (SCNM) maintains that hiring the best qualified individuals to fill open positions contributes to the overall strategic success of the organization.

SCNM is committed to a recruitment process that results in the hiring of the most qualified applicants. All individuals with authority to hire or terminate employees within a department (hiring officials) will be accountable for the recruitment, retention, and development of diverse faculty, staff, and students.

SCNM promotes equal opportunity through diversity in employment and educational programs and activities. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, gender identity, age, disability, and qualified veteran status. Equal employment opportunity includes but is not limited to recruitment, hiring, promotion, termination, compensation, benefits, transfers, college-sponsored training, education, tuition assistance, and social and recreational programs. The following policy provides a direction to the hiring authority to ensure that fairness is paramount in the recruitment process.

This policy ensures that SCNM recruits outstanding individuals who will help advance our vision, fulfill our mission and embrace the College's core values. SCNM strives for a thorough and equitable search process to ensure we have a qualified and diverse applicant pool, reinforcing the highest quality hiring decisions. The policy also ensures that candidates for employment receive consistent and equitable treatment.

SCNM employees will be the first to be made aware of and will have the opportunity to apply for open positions before the College's consideration of external candidates for employment. Business conditions permitting, all regular part-time and full-time positions are to be posted when an opening occurs.

II. POLICY STATUS

Revised: 4/30/2021

III. SCOPE/KEY STAKEHOLDERS

This policy applies to staff, faculty, and students.

IV. POLICY ITEMS

Human Resources works with the hiring department by developing position descriptions. Human Resources has primary responsibility for screening and evaluating application materials, recommending candidates for interview, conducting reference checks, interviewing candidates, and making recommendations for hire.

Upon offer of employment for full faculty and adjunct faculty positions, official transcripts for all degrees conferred and any other coursework used to credential the faculty member to teach, must be submitted unopened to Human Resources within 90 days of hire. Faculty hired prior to May 2021 are grandfathered and will not be required to provide transcripts.

Failure to provide the required transcripts within the prescribed time frame may result in not being offered a contract or not being allowed to teach in the current or subsequent quarters.

For applicable positions, current registration, license, or other documentation may be required as a condition of employment.

V. RESPONSIBILITY FOR IMPLEMENTATION

The Office of Human Resources will have oversight and responsibility for initiating and monitoring this policy; for generating and revising process maps and procedures; as well as responsibility to ensure compliance with state and federal laws.

VI. RELATED POLICIES & PROCEDURES

- a. SCNM Diversity and Inclusion Policy
- b. SCNM Employee Handbook
- c. Transcripts Procedure

VII. NEXT REVIEW DATE

As Necessary

VIII. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council 5.27.2015	5.28.2015	
2	Last Reviewed	5.28.2020	
3	President's Council 5-26-21	5-26-21	Faculty transcript requirement added

IX. POLICY AUTHOR/CONTACT

Director of Human Resources