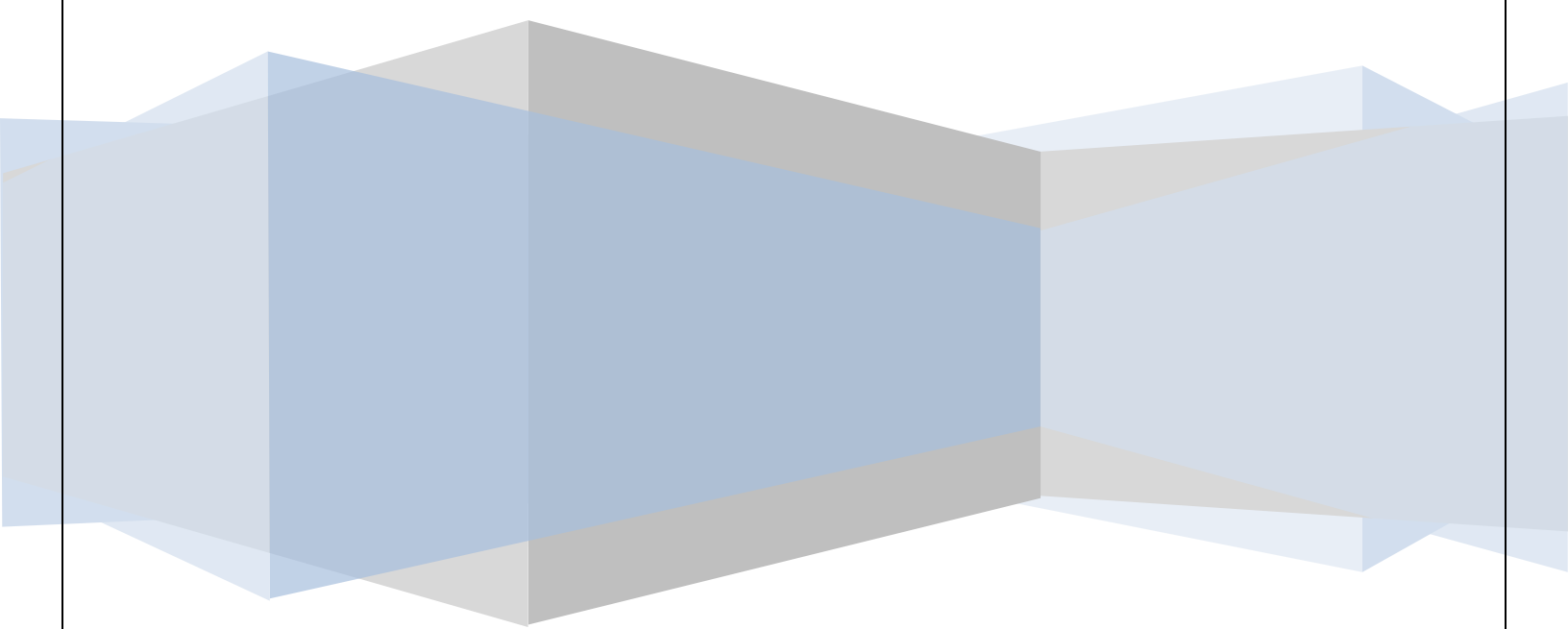


Holyoke Community College

DCE Hiring Process

Human Resources

Policy and Procedures – Created June 2014



HOLYOKE COMMUNITY COLLEGE

DCE HIRING PROCESS

An appointment for the purpose of teaching DCE courses is a coordinated effort between the Human Resources Office, Academic Departments/Programs, Division Offices and the Registrar's Office. Each Division identifies programmatic needs and qualified instructors. Appointments are in accordance with the [DCE/MCCC Agreement](#) criteria.

APPLICATION PROCESS

All Candidates are required to submit resume, cover letter and three employment (professional) references via the interview exchange system.

REQUIRED QUALIFICATIONS: Master's Degree or higher in required or closely field, excellent written and oral communication skills; excellent teaching skills including varied pedagogical styles (i.e. collaborative, inquiry-based, computer-assisted, and/or multimedia methods of delivery, Knowledge of the mission of a community college.

Adjunct postings for are continuously open for applicants to apply. Department Chairs/Deans are able to view the applicant pools for their division at all times.

To be processed, candidates must have applied to the appropriate adjunct pool.

In order to keep the job posting updated, candidates with required qualifications are moved to the Minimum Requirement Folder in the Interview Exchange System and Candidates without required qualifications are moved to the "No" Folder in the Interview Exchange System.

NOTE: Maintaining an equitable process for all applicants: It is important departments consider only applicants that have applied to the appropriate adjunct pool. To ensure fairness and equity, individuals must be in the pool to be considered for screening/hiring.

INTERVIEW PROCESS-REFERENCES

Review Applicant Pool and select candidates for the interview process - Conduct Interviews

Department Chairs will review the field of candidates in the "Minimum Requirements" Folder and will determine which candidates to invite for interviews. Non-selected candidates are moved to the "No" Folder in the Interview Exchange System.

Candidates for employment must complete Criminal Background Check, CORI/SORI applications and receive clearance prior to beginning their work at the college; therefore, ***candidates considered for possible employment must be brought to HR to complete Criminal Background documentation***

HR conducts Background/CORI/SORI checks. This process may take up to two weeks. Candidates will not be processed further until the CORI/SORI is finalized and reports are satisfactory.

REFERENCES

Division Deans are responsible for conducting three (3) Professional References check. A form for this purpose has been created by HR. Deans are able to use the form as they conduct the references. Once the form is submitted, the information is automatically populated in the reference database. Deans are responsible for submitting a summary to HR via email. This task can be completed by requesting a copy of the summary using the (Send me a copy of my responses)

[Professional reference checks form to be used.](#)

RECOMMENDATION FOR A NEW HIRE

Division Offices submit new hire non-benefited contract through the Interview Exchange with course information in Justification field (Course, CRN, Lec., or Lab, meeting days, times and room location).

Routing for approvals: Division Dean, Division VP, Human Resources, Comptroller.

ON BOARDING PROCESS

Holyoke Community College (Human Resources) requires all new hires (benefited staff, adjunct faculty, and most part-time non-benefited employees) to complete their new hire paperwork using an online on-boarding system. Exceptions to the on-boarding system are student employees and temporary, short-term positions, e.g. guest speaker, who receive a minimal number of payments. These types of employees will continue to use the current process of the paper new hire packets. As a condition of employment, unit members will be required to have a resume on file.

New hires completing the online on-boarding process will be required to electronically sign all documents listed below:

Federal and State Tax Form2

I-9

Direct Deposit

SSA1945

Health Insurance Responsibility Disclosure (HIRD)

OBRA Exemption

OBRA Enrollment

GIC Acknowledgement Form

Policy Acknowledgement Form

The Policy Acknowledgement Form includes the following policies:

Acceptable Use (computer) Policy

Attendance Policy

Code of Conduct Policy (student loans)

Children in the Workplace Policy

Conflict of Interest Policy

Drug Free Workplace Policy

Evacuation Policy/Procedure

Fraud Prevention Policy

Personnel Files Policy

Pets in the Workplace Policy

Political Activity Policy

Public Records Exemption Policy

Service Animals Policy

FACULTY I.D./EMAIL ACCOUNTS

Access to computer systems and networks owned or operated by Holyoke Community College impose certain responsibilities and obligations and is granted subject to College policies, local, state and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy. Additionally, the privilege of accessing the college's computer networks carries certain responsibilities for all users of desktop and laptop computing systems. These include, but are not limited to, performing required operating system updates, ensuring proper anti-virus software is installed and periodically run, maintaining adequate data backups and protecting the systems integrity. Prior to accessing any network owned or operated by HCC, employees and students will be required to attend a computer security training program offered by ITD, where these protective measures will be reviewed and explained.

Faculty ID and Emails accounts will be auto created by ITD. Instruction will be sent to the new hires using the on-boarding Red Carpet System in how to activate their accounts. ⁱ

Hiring administrator will be responsible for submitting other requests necessary (i.e. computer, phone) for the new hires to be able to do their job. Use the following link for this process: [IT Request for Services](#)

DCE ASSIGNMENT PROCEDURES

DCE Assignments are processed using SmartSheet application. The application allows the Human Resources Department, Academic Division Offices and the Registrar work in collaboration for courses offering and faculty assignments. The procedure is as follow

- 1) The Human Resources Office provides to all DCE employees a teaching availability form. The "Availability form" is completed online. It is assumed those faculties who do not complete and submit the teaching availability form (DCE- A) are not interested in teaching a course that semester.
- 2) The Human Resources Office will provide to each division with the respective availability reports
- 3) Smartsheet Setup:
Prior to every winter and summer intersessions, spring and fall semesters, HR will work with the Registrar's Office to download excel sheet with all the information contained in a seat count. This information will be available after most of the changes associated with course offering have already been established. The smart sheet configuration will have as follows:

Summer 2014 (A&H)

CourseID	CRN	Title	Type	Crs	Meetings	Room	Instructor	Fac	Dates	A- Status	A- Date
2		American Sign Language									
3	21497	Amer Sign Lang I	Lec	3	MTR 8:30am-12:00pm	FR 139		CE	6/02-6/26	Final	04/25/1
4	21498	Amer Sign Lang	Lec	3	MTR 8:30am-12:00pm	DON 34	eth -	CE	7/07-7/31	Final	04/25/1
5	21695	Amer Sign Lang	Lec	3	MTR 5:45pm-9:15pm	DON 345	Lee -	CE	7/07-7/31	Final	04/25/1

4) A tentative appointment for one course will be offered first to those eligible unit members with the longest service in the work area, except for those members with unsatisfactory evaluation or if there are insufficient courses available.

5) Smartsheet application and tentative assignments

- a. Department Chairs or other designee will recommend (tentative) assignment by:
 - i. Selecting Faculty Names from the drop down menu
 - ii. Selecting Tentative Assignment from the drop down menu
 - iii. Inserting the date the tentative assignment is being create

<http://help.smartsheet.com/customer/portal/articles/522069-working-with-multiple-collaborators>

6) Smartsheet application and FINAL assignments

- a. Division Deans will recommend final assignments by:
 - i. Selecting FINAL Assignment from the drop down menu
 - ii. Inserting decision date for the final assignment
 - iii. Sending a report to HR with the final assignmentⁱⁱ

Note: Smart sheet will automatically populate DCE contracts; Division will not delete any fields/rows after Smartsheet has been prepared.

7) Smartsheet application and DCE Contractsⁱⁱⁱ

- a. The Human Resources Office will send contract to the adjunct faculty
 - i. The Human Resources Department (Sheet Owner) will email contracts via "Update Request" indicating the course, subject area, and salary to which the DCE faculty has been assigned.
 - ii. The DCE Faculty will receive an email with a link that doesn't require them to have a Smartsheet login, so it's quick and easy for the DCE faculty to accept or decline a contract. Contracts will be accepted or declined using the update row configuration in the Smartsheet
 - iii. When the DCE faculty accept or decline, smart sheet will be updated automatically, and HR will receive an email confirmation showing the decision.

8) Smartsheet application and CANCELLED assignments

- a. Division Deans will inform HR when courses assignment are cancelled by:
 - i. Selecting CANCELLED from the drop down menu

- ii. Inserting decision date for the cancelled assignment
- iii. Sending a report to HR with the cancelled assignment^{iv} (See Payroll)

b. Division Deans will inform DCE faculty when course assignments are cancelled

The only approved email for contracts is the hcc.edu domain.

PAYROLL PROCESS

Adjunct faculty are paid in the regular HR/CMS bi-weekly payroll distribution beginning with the second payroll of the semester, and in bi-weekly equal installments thereafter until the final payroll date within the semester. Adjuncts teaching a different schedule during the fall/spring semester and those teaching during the summer session are paid bi-weekly beginning with the second payroll following the start of their class(es) and ending in the payroll following the end of their class(es).

The Human Resources Department will generate the Payroll Report for adjunct teaching the full semester and forward it to the Payroll Office two weeks prior to the first adjunct pay date. Payroll Reports for adjuncts teaching partial semester courses at different dates should be sent to the Payroll Office two weeks prior to the first pay date for the odd schedules. The numbers of payroll distribution will vary depending on where the payroll dates fall.

Co-op Payroll begins after the co-op add/drop period (usually 4 weeks following the beginning of classes.)

Independent studies and externships are paid in full in the final pay date of the semesters. Contracts are to be processed prior to the start of the semester.

SPRING 2014 ADJUNCT PAYROLL #2

ACCT # T07-4001

Report Date: February 3, 2014


BEGIN/END DATES: 1/27 - 5/22/2014 (pay dates = 2/14, 2/28, 3/14, 3/28, 4/11, 4/25, 5/9, 5/23/2014)								
LAST NAME	FIRST NAME	BEGIN END DATE	Weekly Standard Hours	Weekly Standard Hours * 2.5	Bi-weekly Standard Hours	Total Course Salary	Hourly Rate Based on 16 weeks	DIVISION
Santos	Jack	1/27 - 5/22/2014	3	7.5	15	\$3,177.00	\$26.475000	ARTS & HUMANITIES
Angel	Miguel	1/27 - 5/22/2014	3	7.5	15	\$3,177.00	\$26.475000	SOCIAL SCIENCES
Barry	Garry	1/27 - 5/22/2014	3	7.5	15	\$3,336.00	\$27.800000	SOCIAL SCIENCES

CANCELLED CLASSES

Academic Divisions are required to report all class cancellation to HR using the [Smartsheet application and indicating "CANCELLED" assignments.](#)^v The Human Resources Office will request "Cancellation Payment" to Payroll when applicable.^{vi}

Summer 2014 SSciences



CourseID	CRN	Title	Type	Crs	Meetings	Room	Instructor	Fac	Dates	A-Status	A-Date
23 EDU 104.40	21361	Child Dev & Behavior	Lec	3	MTR 5:00pm-8:30pm	MRB 142		CE	6/02-6/26	Cancelled	05/13/14

This update information should be sent to the DCE Adjunct Faculty, Human Resources and the Registrar's Office using the SmartSheet Application. Please link [How to send Row](#) or view video [send-row-and-update-requests](#)

ⁱ This new process will be used for all positions

ⁱⁱ All reports with "Final" assignment are to be sent by the Division Deans.

ⁱⁱⁱ The only approved email for contracts is the hcc.com domain.

^{iv} "If a faculty member is offered and accepts a course which is subsequently cancelled, there will be no break in previously accrued seniority or credit towards eligibility for reappointment. If such course is canceled within seven (7) calendar days prior to the first scheduled class for the assigned course, the instructor shall receive two hundred and twenty-five dollars (\$225); provided however, there shall be only one cancellation fee paid for multiple sections of the same subject."

^v .HCC is required to maintain records

^{vi} "...the instructor shall receive two hundred and twenty-five dollars (\$225); provided however, there shall be only one cancellation fee paid for multiple sections of the same subject."