

1. The appropriate vice president will notify the chief business services officer of the need to fill a position.
2. The chief business services officer will
  - a. Prior to announcement of a vacancy, notify the affirmative action officer of the position opening with a copy of the job description to be advertised.
  - b. Notify all Sandburg personnel of the position opening by memorandum and by placing a notice on the Employment Bulletin Board.
  - c. Consult with the affirmative action officer in selection of media to be used in recruitment.
  - d. Place advertisement for the position in appropriate newspapers, selected journals, and university placement centers particularly those with high enrollment of minority students.
  - e. Place job order with Employment Securities Office
3. The chief academic officer or chief student services officer will
  - a. Form a screening committee who will review the applications and interview applicants and recommend at least two finalists for further review.
  - b. Participate in interview with screening committee at his/her option.
  - c. Select the individual to be employed from the recommendations of the screening committee or reopen search.
  - d. Determine the salary in consultation with the chief business services officer.
  - e. Contingent upon Board approval, offer the position to the successful candidate.
  - f. Process the staffing recommendations through proper channels to the Board of Trustees for action.
  - g. Notify candidate of Board of Trustees action on recommendation.
  - h. Complete and file with the chief business services officer and the affirmative action officer the affirmative action employment form.
4. Unsuccessful candidates shall be notified by letter from the chief business services officer.

