

1. The chief executive officer or his/her designee will notify the chief business services officer of the need to fill an administrative 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 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 a job order with the Employment Securities Office
  - e. Place an advertisement for an administrative position in appropriate newspapers, selected journals, and university placement centers particularly those with high enrollment of minority students.
3. The President or his/her designee will
  - a. Form a screening committee(s), review the applications, interview the top applicants, and recommend at least two finalists for further consideration.
  - b. Select the individual to be employed from the recommendations of the screening committee.
  - c. Determine the salary for the successful candidate in consultation with the chief business services officer.
  - d. Contingent upon Board approval, offer the position and determine start dates to the successful candidate.
  - e. Process the staffing recommendation through proper channels to the Board of Trustees for action.
  - f. Complete and file an affirmative action employment form with the chief business services officer and the affirmative action officer.
4. Unsuccessful applicants shall be notified by letter from the chief business services officer.