



The Gambia University of Applied Science, Engineering and Technology (USET)

A Guide to Recruitment and Selection of Academic Staff

This guideline is to establish consistency in recruiting and hiring of full time academic staff of USET.
The guideline may be revised as necessary by the
University Senate and the Governing Council.

SECTION 1. INTRODUCTION

The Gambia University of Applied Science, Engineering and Technology (USET) recognizes that achieving its mandate is inextricably associated with the university's commitment to high standards. Such standards demand selectivity in staffing, attentiveness in the recruitment and retention of high-quality innovative staff members who are exemplary in scholarly research, artistic productivity and teaching, and adherence to sound practices for quality assurance. The purpose of this guide is to assist in providing recruitment strategies for university **full time staff members (lecturers, and academic staff)** with the goals of recruiting and retaining high quality individuals and providing a consistent faculty hiring process. USET is committed to providing Equal Employment Opportunity (EEO) and to comply with all national regulations that prohibit employment discrimination for all persons regardless of race, religion, nationality and political affiliation. The University is also committed to taking affirmative action to hire and advance women as well as qualified individuals with disabilities.

Adherence to these hiring procedures is vital to ensure equitable treatment of applicants and the hiring of the best-qualified candidates.

SECTION 2: APPROVAL OF ACADEMIC STAFF POSITIONS

Request for filling a position must be made to the hiring authority. If vacancies occur outside of the normal recruitment cycle, it is expected that temporary staff will be appointed by the hiring authority to accommodate the affected class/area.

The relevant hiring authority shall provide the minimum qualifications required and desired experience for the position. Deans/Directors, in consultation with the Human Resources Director, shall submit the "Terms of Reference" for each position to be filled along with the request. The hiring authority shall provide an advertisement to the Human Resources Director for approval and processing.

A. Hiring Authority

- 2A.1 The hiring authority for the VC shall be the Ministry of HERST on behalf of the Chancellor.
- 2A.2 The hiring authority for the DVC shall be the Governing Council (GC).
- 2A.3 The hiring authority for the Dean/Director shall be the VC on behalf of the Governing Council.
- 2A.4 The hiring authority for the Head of Department shall be the Dean on behalf of the GC.
- 2A.5 The hiring authority for the Lecturers shall be the Head of Department on behalf of the VC.

SECTION 3: SEARCH COMMITTEE DUTIES

A. Appointment of the Search Committee Chair and Members

- 3A.1: The hiring authority shall appoint a search committee chair and committee members.
- 3A.2: The Chair of the search committee shall be a senior member of the college/institute. In case there is no qualified senior member, the Chair may be appointed from another college/institute or from the academic community.
- 3A.3: The committee shall have five (5) or seven (7) voting members with the majority from the respective discipline.
- 3A.4: The Director of Human Resources shall appoint one non-voting member to represent the Division to ensure the HR processes are followed.
- 3.A.5 The Chairman of the Appointments Committee of the Governing Council shall appoint one non-voting member to the Committee.
- 3.A.6 The committee shall appoint a secretary from within the members,

B. Duties of the Search Committee Chair

- 3B.1: Provides updates to the hiring authority and to solicit his/her input.
- 3B.2: Checks for completeness as applications are received,
- 3B.3: Leads the committee to develop short-listed applicants.
- 3B.4: Corresponds with applicants regarding the status of their applications.
- 3B.5: Schedules interviews and coordinate the activities of the committee.
- 3B.6: Provide evaluation report.

C. Duties of Search Committee Members

- 3C1: Work with search committee chair in coordinating advertisement of approved positions, receipt and review of applications.
- 3C2: Attend all committee meetings, assist with credential, and reference checks, and participate in the interview and evaluation process.
- 3C3: Ensure that all applicants are treated fairly and equitably.

SECTION 4: APPLICANT SCREENING AND CHOOSING FINALIST FOR IN-PERSON INTERVIEWS

4A. Initial Applicant Screening

The search committee shall assess the qualifications of each applicant by evaluating his/her minimum qualifications against the preferred qualifications. Applicants must be evaluated solely based on the stated minimum qualifications and preferred qualifications as documented in the advertisement. The Committee shall utilize these ratings as the basis for their deliberations to screen and prioritize the applicants.

4B. Telephone/Virtual Interviews

The committee shall utilize Telephone/Virtual interviews to narrow the pool prior to in-person interviews, if necessary. The dean/director shall review and approve the list of recommended candidates to ensure the candidates backgrounds are consistent with the approved position.

4C. Choosing Finalists and the Successful Applicant

When the virtual interviews are complete, the committee shall meet to evaluate the candidates to develop a list of recommended finalists based on the virtual interviews, reference checks, and preliminary credential check.

The search committee shall prepare a summary of each finalist providing strengths and weaknesses in relation to the desired qualifications and experiences. The search committee shall clearly indicate whether a candidate is acceptable or unacceptable.

The search committee chair shall discuss the committee's findings with the hiring authority. The hiring authority, in turn, discusses the recommended finalist pool with the Vice Chancellor.

The VC shall decide on the successful applicant and end the search process OR conduct in-person interviews, if necessary.

The Appointments Committee of the Governing Council shall approve of the successful candidate. The Appointments Committee may decide to reopen the search process or further discuss the candidate's capabilities for the position.

SECTION 5: FINAL APPROVAL BY THE GOVERNING COUNCIL

The VC shall present the successful candidate to the Governing Council and seek approval to appoint to the position. This shall include the candidate's credentials against the desired qualifications and experience.

If approved, the HRD shall send an appointment letter to the successful candidate together with the Terms of Reference and Conditions of Service on behalf of the VC.



Approval:

Vice-Chancellor, USET

