

# **CENTRO DE ENSEÑANZA TÉCNICA Y SUPERIOR**

## **FULL TIME FACULTY HIRING PROCESS**

1. The Vice-Presidency of Academic Affairs, (VPAA), by way of the College Deans (COD), in accordance with the CETYS 2020 Plan, and considering the needs regarding the hiring of faculty for each school, degree level and Campus, defines the criteria and hiring requirements, as well as the characteristics of each professor, and ensures that the hiring process is done according to all predetermined specifications.
2. The School Dean (SCD), analyzes possible candidates that satisfy the previously determined profile, with regards to the degree level and corresponding area of knowledge (preferably Doctorate at the undergraduate level, Doctorate at the graduate level and Masters at the high school level, and with English proficiency in all cases), with academic experience and a proven high level of quality. For the identification and analysis of candidates, the SCD may rely on the support of academic, program or area coordinators, depending if it is for high school, undergraduate or graduate levels.
3. The SCD and the Academic Dean (ACD) interview candidates and do an opposition exam or equivalent procedure to preselect ideal candidates.
4. The SCD, consulting with the Campus Director, makes a proposal for hiring, considering the specifications defined by the VPAA (1), the CETYS 2020 Plan and the budget.
5. RH of the corresponding Campus evaluates the candidate's CV, using the current Faculty Evaluation and Remuneration System, and assigns a score for categorization, which in turn specifies a salary range, and then sends the candidate's complete file to RH of the CETYS System (Mexicali).
6. The SCD and ACD, in coordination with RH, define a salary proposal based upon the budget and the categorization results, as well as market considerations (offer-demand).
7. The VPAA, considering the SCD's opinions, analyzes the hiring proposal and, if in agreement, presents the proposal to the President for his final authorization (the President has the right to veto any hiring proposal for any CETYS employee, and in this case, another proposal must be made following the same procedure that is being described). The President may delegate this decision to the VPAA, if he or she sees fit, and considers it pertinent.
8. Once the hiring proposal and salary is authorized by the President, then the Campus RH does the corresponding paperwork for the new hiring.
9. The SCD assigns academic class workload (18 weekly hours for high school and 16 hours for undergraduate-graduate) and defines a semester work plan (academic coordination activities, tutoring, institutional and school collaboration activities, etc.).