

HLC Fact of the Day:
“HLC Assurance Argument: Subcomponent 5A4”
(with specific focus on “Lindenwood’s Hiring Process”)
(September 8, 2017)

In the HLC Criteria for Accreditation, Subcomponent 5A4 says: *The institution’s staff in all areas are appropriately qualified and trained.*

In our Assurance Argument being prepared for HLC, and in support of the 5A4 standard, this is what we say regarding Lindenwood’s hiring process:

Mission of HR. Nearly everything described in Criterion 5 pertaining to human resources constitutes an improvement relative to Lindenwood’s situation during the last comprehensive evaluation in October 2013. At that time, the lack of a fully-functioning HR department also meant shortcomings in job descriptions for every employee; employee orientation; employee training; and employee performance evaluation. All of these shortcomings have been extensively addressed. The [mission of the human resources \(HR\) department](#) ensures well-qualified and trained personnel.

Hiring process. The hiring process begins with careful planning. [Job postings](#) detail responsibilities and requirements for any given position. Job descriptions (see [templates](#)) outlining the qualifications and “essential job functions and performance indicators” provide an objective measure by which hiring managers can evaluate job candidates (see [candidate evaluation forms](#)). A [guide](#) on effective hiring practices has been developed and training provided for supervisors.

Special [hiring procedures](#) are in place with regard to faculty. The process ensures that the faculty members hired are qualified to teach the courses for which they are hired. This [matrix outlines Lindenwood’s Faculty Qualifications policy](#), which aligns with HLC expectations. Hiring deans complete an [Instructor Qualifications Checklist](#) indicating what courses the new hire is qualified to teach and why. The dean and provost determine whether the candidate possesses an [appropriate terminal degree](#) for the field being taught, or if relevant tested experience qualifies a candidate without the expected educational credential. [This document](#) outlines examples of how tested experience has been applied at Lindenwood in the faculty hiring process.

To learn more about accreditation and Lindenwood’s comprehensive evaluation and site visit scheduled for November 6-7, 2017, and to see the countdown clock to the visit, go to the HLC page on the Lindenwood website here: <http://www.lindenwood.edu/about/higher-learning-commission/>.

Past HLC Facts are archived [here](#).

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