

TBCC Recruitment Process

We value a thorough and transparent recruitment process to ensure the selection of the most qualified candidates.

- **Application Review and Notifications:** Applicants who submit a complete application will be contacted via email if selected to advance in the recruitment process.
- **Screening and Selection:** A committee reviews applications for administrative, adjunct, and faculty positions. This committee evaluates candidates and recommends a list of finalists to the hiring manager.
- **Interviews:** Selected candidates will be invited by email to participate in an interview, which may be conducted via Zoom or in person on campus. Candidates who are not selected for the position following their interview will receive notification via email.

Additional Information

- **Interview Timelines:** Due to the collaborative nature of the recruitment process and the involvement of multiple individuals, it may not always be possible to provide a definitive timeline for interviews.
- **Document Retention:** In accordance with federal and state regulations, all application materials submitted are retained by the college for a minimum of two years. Materials cannot be returned or duplicated. A new application must be submitted for each position applied for, and applicants are encouraged to retain copies of their submissions for personal records.
- **Position Re-advertisement or Delays:** The college reserves the right to re-advertise a position or delay filling a role indefinitely if:
 1. The applicant pool is insufficient or does not meet recruitment standards.
 2. The candidates within the pool do not possess the desired qualifications.
 3. Funding for the position is unavailable, or it is deemed not in the best interest of the college to proceed with filling the role.

Thank you for your interest in joining our team.