

Policy:

The Board acknowledges classifications of all college employees and requires the College President to create a procedure that provides for standardized recruitment and selection processes specific to those classifications to comply with all Federal, state, and accreditation agencies' laws and/or regulations.

Classifications:

Employees of the College shall be comprised of three employee group classifications:

- Staff
- Faculty
- Non-Classified

Definitions:

support/secretarial position job titles. This includes legaced classified staff members.

Faculty – All instructional personnel, including, but not limited to, full-time and adjunct members, division chairs, program coordinators, and workforce education facilitators.

non-classified. An employee, designated by the President, who is responsible for policy formation at the department or institutional level or reports directly to the President of the institution, or is in a position comparable to that of an institutional officer, the President.

Recruitment:

When vacancies are identified, the College shall announce said vacancies with appropriate notice through appropriate means, including internal posting, the college website, those anti-discrimination policies set forth by the College. The President shall ensure that the supervisor provide a job description and requirements, rules, regulations, and laws be adhered to in the recruitment process.

Selection:

Qualified candidates from a pool of applicants shall be selected for a particular position. In considering the ability to do the job, a review shall include, but not be limited to, the candidate's education, educational background, and aptitudes of the candidates.

The Board shall ensure the College President's procedures are created and utilized to comply with all Federal, state, and local laws.

Background Checks:

The Board is committed to ensuring that qualified staff members support the institution's mission and vision while working in a safe environment. The Board is also committed to taking meaningful actions to protect its infrastructure, property, and other assets.

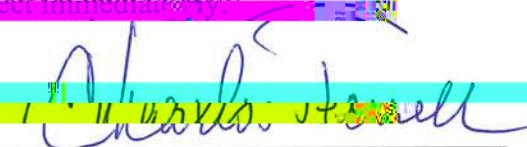
Information discovered through the background check process will be used solely to evaluate a candidate's suitability for employment and will not be used against a candidate on the basis of race, color, religion, national origin, sex, age, disability, marital status, or veteran status, as prescribed by state and federal laws, regulations, and executive orders.

Applicability:

The College President shall promulgate procedures necessary to implement this policy.

Policy Revision:

This policy shall be revised, or court interpretations change or conflict with changes to take effect immediately.


Charles Terrell, President

3/9/2020
Date

Approved by LOT: 12/9/19
Approved by IET: 1/13/2020
Approved by President's Cabinet: 1/28/2020
Approved by Board: 2/19/2020