

Hiring Policies

I. EMPLOYMENT OF FACULTY AND STAFF

A. Full-Time Faculty

All newly hired full-time faculty are approved by the Board of Trustees only upon recommendation or nomination by the President. Hiring recommendations are made by the instructional Deans to the appropriate Vice President who then submits the recommendations to the President. The President makes his/her recommendation to the Board at its next regularly scheduled meeting. All newly appointed full-time faculty will be placed under a probationary contract for up to two (2) academic semesters. During the term of an Initial Probationary Contract, or at the end of the term, the College may terminate or decide to non-renew the employee's contract for any reason that is not based on Impermissible Grounds.

B. Full-Time Staff

All newly hired full-time staff are approved by the President. Hiring recommendations are made by the Dean/Director to the appropriate Vice President who then submits the recommendations to the President. The Board will confirm the employment of vice presidents, upon nomination by the President. The Board is notified of all other newly hired full-time staff. All newly appointed full-time staff, including appointments to a new position, will be placed under a probationary contract for up to six (6) months. During the term of an Initial Probationary Contract, or at the end of the term, the College may terminate or decide to non-renew the employee's contract for any reason that is not based on Impermissible Grounds.

C. Part-Time Faculty and Staff

The Board delegates its authority to employ all part-time faculty and staff members to the President.

All non-instructional part-time employees are "at-will" employees meaning the employee or the College may end the employment relationship at any time, for any reason. No statement to the contrary, whether written or verbal, made either before or during an individual's employment can change the employee's "at-will" status. Only the President may change an employee's "at-will" status provided that the President and the employee sign and agree to a written employment contract.

II. EMPLOYMENT PROCEDURES

The President is authorized to develop procedures on the hiring of all College personnel. Such procedures shall be in accordance with College policy.

III. CONTRACTS AND STATEMENTS OF APPOINTMENTS

A. Issuance of Contracts

Contracts shall be issued annually to all full-time faculty. The contract will include the term of employment, assignment and salary. Contracts shall be issued when the state budget has been officially received by the College. Full-time faculty contracts are subject to the approval by Board of Trustees.

Contracts shall be issued to part-time faculty. The contracts for part-time faculty shall include the term of employment, assignment and salary. Part-time faculty contracts are subject to approval by the President.

B. Issuance of Statement of Appointments

Statement of appointments shall be issued annually to all full-time and permanent part-time staff. Full-time and permanent part-time staff shall receive statement of appointments which include the term, assignment and salary. The statement of appointments shall be issued when the state budget has been officially received by the College. Statement of appointments are subject to approval by the President.

All contracts and statement of appointments are subject to budgeting and enrollment constraints.

IV. EMPLOYMENT CRITERIA

The College shall employ faculty and staff members in accordance with the Southern Association of Colleges and Schools' criteria. ([See Policy 305-02-01BP.](#)) The President may develop minimum criterion and requirements for the hiring of employees. It shall be the purpose of the President and the Board of Trustees at all times to ensure that all employees of all classifications in the college shall be of such character, habits, philosophy and competence that his/her influence upon the students, each other, and upon the various publics of the college is wholesome and constructive.

V. EQUAL OPPORTUNITY POLICY

The College seeks to hire the best qualified personnel available, regardless of race, color, sex, religion, national origin, age, veteran status or disability. The College is committed to hiring only those people who seem to possess the necessary qualifications and who are committed to the College's philosophy.

The College is dedicated to equality of opportunity for its staff, students and community. It is the policy of the college to be fair and impartial, not practicing or condoning discrimination in any form, against students, employees and applicants on the grounds of race, color, religion, age, sex, national origin, veteran status or disability. The uses of discriminatory practices in any employment decisions are strictly prohibited.

¹. Employees classified as permanent part-time prior to May 12, 2009 who currently work at least twenty hours or up to twenty-eight hours per week shall earn annual and sick leave on a pro-rated basis. No new assignments will be made under this classification after May 12, 2009.

Policy Number: 301-01-00BP

Adopted: May 11, 2010

Amended: May 24, 2011, September 11, 2012

[Download a PDF of this policy](#)