

H. Council Trenholm State Community College

POLICY NAME:	Employment Policies
EFFECTIVE:	April 8, 2015
REVISED:	April 8, 2015
APPROVED BY POLICY COMMITTEE:	Yes – 4/8/15
APPROVED BY PRESIDENT’S CABINET:	April 15, 2015

Full-Time Positions (Pg. 35)

VI. Interview, Selection, and Recruitment:

- A. The Recruitment and Selection Committee shall be appointed by the President in accordance with the Alabama Community College System Guidelines.
- B. The Recruitment and Selection Committee will determine the selection criteria for each position based on acceptable pre-employment inquiries under the EEOC guidelines and will conduct a screening for minimum qualifications.
- C. For Salary Schedule B, C and D positions, the Committee must interview all applicants who meet minimum qualifications. If more than ten (10) qualified applicants are verified, the President shall participate in screening the applicants to ten.
- D. The Recruitment and Selection Committee will recommend the top three (3) applicants to the President who best matches the requirements of the job. If fewer than three qualified applicants apply, all qualified applicants must be submitted to the President in alphabetical order. The Search Committee or President may recommend that the search be reopened if none of the qualified and/or recommended applicants meets the needs of the institution.
- E. Prior to interview by the President, the Faculty Credentials Committee will review the credentials of the three recommended candidates to ensure qualifications are met.
- F. Upon the President’s decision to hire the applicant who best matches the need of the college, the Office of Human Resources will send notification of hire to the Chancellor, Postsecondary Education.
- G. For Salary Schedule D, the Dean of Instruction must complete and forward a salary placement form (attachment) to the President for approval to properly place the applicant. The Office of the President will forward the approved salary placement form to the Office of Human Resources for further processing.
- H. The Office of Human Resources will complete an appointment letter, contract, and payroll calendar. Upon completion, the President will make the employment offer to applicant. If the offer is accepted, the Office of Human Resources will arrange for the applicant to complete payroll forms and individual orientation.
- I. The Office of Human Resources will notify the appropriate dean or administrator of the new employee’s start-date.
- J. The dean or designee will make arrangements to prepare for the new employee’s arrival by ensuring that the employee has access to necessary tools need to perform his or her job such as a computer, phone, supplies, keys, email account, etc. In addition, the Dean of

Instruction will arrange for the newly hired faculty to attend a mandatory New Faculty Orientation session.

Part-time Positions (Pg. 37)

X. Interview process

- a. The appropriate dean and/or designee must interview qualified applicants.
- b. The Faculty Credentials Committee will review all part-time/adjunct credentials to ensure qualifications are met.
- c. The Dean of Instruction will approve or not approve the recommendation and provide the Division Chair with a written response.
- d. The dean and/or designee must also determine and advise the applicants of pay rate as well as working hours prior to submitting an employment data sheet.
- e. A copy of all interview questions, responses, and interview schedule must be forwarded to the Office of Human Resources.
- f. The Dean of Instruction will arrange for the newly hired faculty to attend a mandatory New Faculty Orientation session.