

APPOINTMENT PROCESS

The Board of Trustees has the power of appointment, promotion and dismissal for the following positions: administrators and full-time faculty, including temporary full-time faculty. Administrators are classified by the College as associate dean positions and higher. The President has the power of appointment, promotion and dismissal for the following positions: professional support staff, associate support staff, part-time faculty and advisory committee members. The President should make the Board of Trustees aware of these appointments, promotions and dismissals.

Determination of Vacancies

The department supervisor, division chair, or program director, in consultation with the Vice President and the President of the College, indicates when a vacancy exists. The decision to fill a vacancy must be approved by the President. The Vice President, together with the department supervisor, division chair, or program director, then proceeds with the necessary steps for filling the vacancy according to the College Recruitment and Employment Policies and Procedures on file in the Human Resources Office.

Recommendation of Appointment

The Vice President presents the recommendation to the President with the following information:

- Recommendations of others involved (e.g., search and screening committee)
- Properly executed application form/resume
- All necessary documentation of education and experience
- Suggested salary range

Appointment Procedures

When an applicant has been selected for a position, the President will seek approval for appointment from the Board of Trustees prior to the start date for Administrators classified as Associate Dean or higher and Full-Time Faculty positions, including temporary full-time faculty. Once the Board approval is received, the President will notify the applicant by an official letter of selection, which will include two signed copies of the contract (one for the College record and one for the candidate). Appointments made by the President will be presented as an information item to the Board of Trustees at the next Board of Trustee meeting.

When the selected applicant completes and returns the two copies of the contract, the agreement is considered complete. The appointee must have the following documents completed and in his or her personnel file:

- College application form
- Official graduate and undergraduate transcripts
- Federal and State Mandated Tax and Employment Verification Forms
- Retirement form
- Insurance form (if applicable)
- Social Security Form and State Tax Form were deleted from this list

Some applicants will be given a letter of appointment, or a contract, which designates a temporary status (faculty non-tenure track position). Summer session and part-time faculty receive appointment by letter from the President, and faculty who are hired during the normal academic year are given a letter of appointment.

Length of Appointment

Administrator – 12 months (July 1-June 30)
Administrator – 11 months (as arranged)
Administrator – 10 months (as arranged)
Administrator – 9 months (as arranged)
Division Chairperson/Program Director – 12 months
Division Chairperson/Program Director – 11 months
Division Chairperson/Program Director – 10 months
Teaching Faculty – 9 months
Other Staff – 9 months, 10 months, 11 months, 12 months

Letter of Appointment and Contract

Persons filling normal, permanent-type professional positions will be offered a contract.

This contract will be continued from year to year by a letter of renewal from the President. For tenure-track positions, the annual renewal letter will be written during the probationary years. After the probationary period, an annual salary letter will be sent by the President.