



February 19, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in chapter 2000 – Instructional.

Overview and Background

The College brings forth a request to modify the College's Policy Manual: revision of Policy 2115 – Employee Recruitment and Selection provides for faculty credentialing pursuant to SACSCOC requirement.

Funding/ Financial Implications

N/A

Past Actions by the Board

The Board approved previous revisions to the College's Policy Manual in November 2023.

Recommended Action

Approve revision of College policies as presented.



Book	Policy Manual
Section	2000 Instructional
Title	EMPLOYEE RECRUITMENT AND SELECTION - Tracked Changes
Code	po2115
Status	
Legal	F.S. 1000.05 F.S. 1001.64 F.S. 1001.65 F.S. 1012.855
Adopted	February 21, 2022

2115 - **EMPLOYEE RECRUITMENT AND SELECTION**

The College is committed to maintaining a work and educational environment that embraces diversity and where no member of the College community is excluded from participation in, denied the benefits of, or subject to discrimination in any College program or activity based on their age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities, or any other factor protected under applicable Federal, State, and local civil rights laws, rules, and regulations.

Vacant Positions

As positions become vacant, Human Resources, the Vice President for Administrative Services & Chief Business Officer, and the appropriate Vice President will review and determine the need to advertise and fill the vacancy. Human Resources has the authority to freeze positions as needed.

When filling a vacant position, Human Resources, the Vice president for Administrative Services & Chief Business Officer, along with the appropriate Vice President or designee will determine where and when to advertise the vacancy. Every effort will be made to ensure that recruitment and selection is conducted from diverse pools of qualified candidates consistent with College policies.

Resumes and/or applications for vacant positions are processed in the Human Resources Department and applicants must apply to be considered for vacant positions.

Human Resources shall determine whether an applicant meets the minimum qualifications for all positions. Current employees who apply for vacancies must meet minimum qualifications to be considered for a position. Any additional screening criteria must be approved by Human Resources.

The College strongly recommends the use of screening committees when available to select candidates for vacant positions. Screening committees should be a representation of the College's diverse employee population.

Falsification of Information on Employee Application and/or Background Screening

The College values honesty and integrity. Any omissions, falsifications, misstatements, or misrepresentations on an application for employment or in the hiring process may result in denial or forfeiture of employment. Falsification of information on an application or background screening may result in disciplinary action up to and including dismissal from employment.

Applicants are expected to complete their application for employment completely and accurately. If information on the application is false or inaccurate, the applicant or employee may be found ineligible for employment. If the applicant or employee has evidence that proves the application information was accurate, it must be provided to Human Resources within two (2) business days after notice of the falsified application is provided.

If it is confirmed that a current employee falsified their application, Human Resources will consult with the responsible Vice President to make a determination whether continued employment is warranted. The College may consider the impact of the false information on their qualification for employment and the accuracy and completeness of the information provided by the employee or applicant before making a final determination.

Faculty Hiring and Selection

~~Teaching faculty members must have special competencies in the field in which they teach. These special competencies are attested to by advanced study, and the possession of at least a master's degree and eighteen semester hour credits in their teaching discipline. In the applied arts and in specialized professional or technical fields, evidence of professional competency is accepted in lieu of an advanced degree provided a two-year occupational degree or other special certification is held. Faculty who teach College Preparatory courses must possess a minimum of a bachelor's degree in the appropriate field.~~

~~In addition to professional educational preparation and experience, teaching faculty are expected to be able to communicate with and relate to their peers, supervisors, staff, and students in a competent, reasoned and professional manner. All potential faculty must demonstrate competency in written and oral communication prior to hire.~~

The College shall use the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) faculty credential guidelines. Additionally, requirements of other program-specific accrediting agencies and state statutes will be used to identify appropriate credentials for teaching faculty in all disciplines.

A Faculty Credentialing manual clearly identifies the faculty credentials for the College's process for justifying and documenting the qualifications of teaching faculty members. The Faculty Credentialing Manual shall be maintained by the Vice President for Academic Affairs & Provost.

The Vice President for Academic Affairs & Provost will maintain a written procedure, approved by the President, for the hiring process and will review it annually with the Deans.

Offer of Employment

Upon receipt of the employment recommendation from the supervisor or manager and appropriate Vice President, Human Resources will review and determine salary based on the College's Collective Bargaining Agreement (CBA). Only Human Resources is authorized to make an employment offer to candidates. Candidates must successfully pass a background screening and provide required documentation prior to being hired. Offers of employment may be conditionally extended contingent upon successful background screening results. Failure to provide necessary documentation may result in the College rescinding its offer of employment.

All employees in established positions must participate in the College's on-boarding process which includes, but is not limited to, New Employee Orientation, mandatory training, and an on-boarding appointment with Human Resources. Failure to complete on-boarding with Human Resources may result in withdrawal of the employment offer or dismissal from employment.

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