

POLICY NAME:	602.02: Posting and Hiring
EFFECTIVE:	January 10, 2018
SUPERSEDES:	Policy 602.02 issued 4-13-16 & ACCS Uniform Guidelines revised 4-16
SOURCE:	<i>Code of Alabama</i> 16-60-111.4; 16-60-111.7 and 16-22-15.
CROSS REFERENCE:	

- I. Posting: The President of each institution shall post notices for all personnel vacancies, full-time and part-time, temporary and non-temporary, for all salary schedules, except Schedule A.

All vacancy notices shall be posted on the institution's website and in an area in plain view at each institution's main campus and all instructional sites at least fourteen (14) calendar days before the position is to be filled, unless an emergency posting applies as stated in Section III.

- II. Notice of Vacancy: The vacancy notice shall include, but is not limited to, the following:

- A. Job description;
- B. Title;
- C. Required qualifications;
- D. Salary schedule;
- E. Amount of Pay;
- F. Information on where to submit an application;
- G. Information on any deadlines for applying;
- H. A contact telephone number for questions;
- I. Any other relevant information.

- III. Emergency Posting: When a personnel vacancy occurs during an academic term and is not a supervisory, managerial, or newly created position, the vacancy notice shall be posted not less than seven (7) calendar days before the position is to be filled. In cases of dire emergency, any delay in the posting of notices shall be only temporary in order to reasonably meet the emergency conditions that may arise.

- IV. Internal Posting: Internal postings are permitted to fill a current institutional position with a current institutional employee. These notices must be posted in accordance with Section I before the position is to be filled. No other posting is required before the President may fill the position at his/her discretion.

- V. Continuous Posting: For adjunct instructors, clinical instructors, tutors, and part-time, on-call, or hourly employees only, a continuous vacancy notice may be posted on the institution's website and posted in an area in plain view at each institution's main campus and all instructional sites and may state "open until filled." However, if a continuous vacancy notice has not been posted as stated in this section for at least 14 days prior to hiring, these positions must be posted in accordance with Section I.

- VI. Temporary/Interim Positions: Temporary/interim positions may be selected at the discretion of the President but must be for a duration for one year or less. No extension beyond one year may be granted without the written approval of the Chancellor. Notices for temporary/interim positions must be posted in accordance with Section I.
- VII. Hiring: The President is responsible for all searches and documentation thereof and retains all hiring authority for positions at the college, except the Presidency.
- VIII. Transfers or Reorganizations: Transfers or Reorganizations of existing personnel are not intended to be covered under this Policy.