

## **CHANCELLOR'S PROCEDURE for Policy 602.02 Posting and Hiring**

1. Posting:

- a. The President is responsible for posting notices of vacancies, in accordance with Policy 602.02.
- b. 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.
- c. Notice of Vacancy: A notice of vacancy to be posted on campus and instructional sites shall include, but is not limited to, the following:
  - i. Job description (short summary is sufficient);
  - ii. Title;
  - iii. Required qualifications (and preferred qualifications if desired);
  - iv. Salary schedule;
  - v. Amount of Pay (which can be a range and/or dependent on rank and step placements);
  - vi. Posting date;
  - vii. Information regarding any deadlines for receipt of applications (if applicable);
  - viii. Information regarding the location for submitting applications;
  - ix. A contact telephone for questions;
  - x. Any other relevant information, such as but not limited to required documentation to include with application, Human Resources contact information, E-verify notification, and background check notification;
  - xi. Statement that "[Institution Name] is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. [Institution Name] will make reasonable accommodations for qualified disabled applicants or employees. [Institution Name] reserves the right to withdraw this job announcement at any time prior to the awarding."
- d. Advertising of Vacancies: At the sole discretion of the President, the College may advertise open positions, such as posting on employment-related websites, the individual College website, newspapers, other media outlets, or the ACCS website through notification to ACCS-Human Resources. If an advertisement costs money

for the College, the advertisement or notice of vacancy described in Section 1(c) may be condensed for size purposes. However, any advertisement submitted under this section must contain a statement that “[Institution Name] is an Equal Opportunity Employer.”

- e. Internal Postings must be handled in accordance with Policy 602.02 and should include the following language at the top of the vacancy announcement:

*Internal Posting*  
*(Job Title)*

**This position is posted in compliance with Alabama Code §16-22-15.  
It is the intent to place a current employee in this position.**

- 2. Search: The President is responsible for all searches conducted at the college. A search is required under this procedure for all posted vacancies, except temporary/interim positions, internal postings, transfers, reorganizations, or “supplemental” or “chair” duties.
  - a. President Authority.
    - i. The President may conduct a search alone or may form an Advisory Committee to assist in a search.
    - ii. The President is permitted, at his/her discretion, to delegate his/her search responsibilities to another college employee.
    - iii. The President shall ensure that the College maintains appropriate documentation of notices, postings, applications, searches, and hires.
    - iv. The President may use temporary/interim postings to fill a position with a current institutional employee without a search but must follow Section VI of the 602.02 Policy.
    - v. The President may use internal postings to fill a current institutional position with a current institutional employee without a search but must follow Section IV of the 602.02 Policy.
  - b. Search Documentation.
    - i. The President shall review all applications received for minimum qualifications and other application requirements. The President may delegate this responsibility to a Human Resources employee (or other designee at the college).
    - ii. Qualified applicants only will be considered for positions. If any applicant’s information is not considered in a particular search because of a lack of minimum qualifications or failure to meet an application requirement, that information shall be retained in a search file.
    - iii. At the request of the President (or his/her designee), a Human Resources employee (or other designee at the college) will verify any named applicant’s references prior to hire.

- c. Advisory Committee.
  - i. An Advisory Committee (if formed) will assist the President, as directed, in reviewing the applicant pool, interviewing candidates, participating in other campus meetings related to the search, or consulting on selections.
  - ii. The Advisory Committee serves as an advisory council only to the President with no authority to make recommendations, unless expressly allowed by the President.
  - iii. The President is under no obligation to accept any counsel, advice, or recommendation from the Advisory Committee.
  - iv. The President has the authority to appoint any single employee or group of employees to an Advisory Committee for any individual search.
  - v. The President shall provide guidance and instructions about conducting the search (“a search charge”) to any Advisory Committee formed. The President may delegate this responsibility to a Human Resources employee (or other designee at the college).
  
- d. Interviews.
  - i. The President shall ensure that applicants are considered without regard to race, color, disability, gender, religion, creed, national origin, age, or other unlawful reason.
  - ii. The President shall decide the number of applicants to interview and select which applicants to interview (if any). The President may delegate this responsibility to a Human Resources employee (or other designee at the college) or seek assistance from any Advisory Committee formed.
  - iii. The President shall decide how interviews will be conducted for a particular search, and interviews are not required to be in-person meetings. The President may delegate this responsibility to a Human Resources employee (or other designee at the college) or seek assistance from any Advisory Committee formed.
  - iv. The President shall ensure any interviews conducted are fair and non-discriminatory.

3. Hiring:

- a. The President may appoint any of the applicants for the position, or the President may elect not to hire any of the applicants and instead close the search and/or re-post the position.
- b. All new hires must undergo ethics training, harassment training, and complete the Family Relationship Disclosure form. Harassment training shall be continued on an annual basis for all employees.

4. Exceptions:

- a. This Procedure does not apply to transfers or reorganizations of existing personnel.

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- b. This Procedure does not apply to supplemental duties or chair responsibilities. The President may appoint an existing employee to handle supplemental duties or “chair” responsibilities because these are not considered job vacancies that require a posting or search.