

POLICY NAME:	602.02: Posting and Hiring
EFFECTIVE:	November 10, 2020
SUPERSEDES:	Policy 602.02 issued 4-10-19
SOURCE:	<i>Code of Alabama 16-60-111.4; 16-60-111.7</i>
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 those for President.

All vacancy notices shall be posted on the institution’s website for a minimum of seven (7) days before the position is filled, and a minimum of fourteen (14) days when the vacancy is supervisory, managerial, or newly created.

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. 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.

IV. 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 may state “open until filled.” However, if a continuous vacancy notice has not been posted at least 7 days prior to hiring, these positions must be posted in accordance with Section I.

V. 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.

VI. Hiring: The President is responsible for all searches and documentation thereof and retains all hiring authority for positions at the college, except the Presidency.

VII. Transfers or Reorganizations: Transfers or Reorganizations of existing personnel are not intended to be covered under this Policy.