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TITLE: POSTING OF OPEN POSITIONS AND HIRING

EFFECTIVE DATE: January 20, 2015

LAST REVISION: Initial*

Policy No. 203

PURPOSE

The intent of this policy is to establish minimum guidelines for Baton Rouge Community College's hiring process regarding the posting of vacancies and the use of search committees.

SCOPE AND APPLICABILITY

This policy and procedures memorandum applies to all open positions of the College, unless exempted by the Chancellor in accordance with LCTCS policy.

STATEMENT OF POLICY

Postings of Job Openings

The College, through its recruitment and employment policies and practices, will recruit and employ qualified personnel for all its diverse activities and will provide equal opportunities during the selection process and employment without regard to race, color, marital status, sexual orientation, gender identity, gender expression, creed, religion, sex, national origin, age, mental or physical disability, or veteran's status. The following guidelines are designed to achieve the recruitment and selection objectives of the college and to assure equal employment opportunity.

1. **All vacant regular (continuing) full-time and part-time positions will be publicized** so that interested qualified employees are aware of opportunities for promotion or transfer. Classified openings will be advertised as required by BRCC policy and Civil Service Rules and Regulations. Requests for advertising exceptions must be approved by the Office of Human Resources. Examples of situations in which it might be appropriate to grant an exception include, but are not limited to:
 - a. Acting or interim appointments based on objective criteria, usually when the appointment is for one year or less. (These include temporary unclassified acting or interim appointments as well as classified Details to Special Duty.)
 - b. Visiting faculty, researchers, or comparable positions.
 - c. Intern and similar programs with established and pre-approved selection criteria.
 - d. Temporary classified appointments (e.g., WAE even if the appointment extends beyond one year), excluding classified job appointments.
 - e. Voluntary demotions.
 - f. Lateral transfers and other position changes involving the same or equivalent rank or title.
2. **Position advertisement and selection criteria** will be developed in direct relationship to the job requirements of the specific position being filled. Subject to the provisions of Section I.1 above, the following general requirements will be followed for positions that require advertisement:



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All positions at levels that require a search committee are required to be posted internally via the BRCC website and may be posted externally. At a minimum, the position must be posted on BRCC's website for no less than 10 working days.

All positions at levels for which a search committee is encouraged are required to be posted internally via the BRCC website and may be posted externally. Such postings must be for at least 5 working days, but are encouraged to be for no less than 10 working days, if practicable. The Chancellor or Human Resources Director may approve a posting to be shorter, if deemed necessary by the need to fill the position.

Use of Subcommittees in Hiring

The search committee is a recommending body to the hiring authority. It is the responsibility of BRCC's Office of Human Resources, to receive and screen application materials to ensure that candidates meet minimum qualifications. It is the responsibility of the hiring department to receive and screen application materials to verify that candidates meet the credentialing qualifications of the positions. The hiring department may also further screen the applicant pool that meets minimum qualifications to obtain a pool of highly-qualified applicants meeting preferred qualifications. The pool of screened applicant candidate materials will be forwarded to the search committee for their determination of candidates to be interviewed and further credentialed. The hiring department and/or committee will develop standard questions that will be asked of all candidates interviewed. The committee is encouraged to recommend for further consideration no less than three unranked candidates to the hiring authority.

A search committee is required for all full time faculty positions and for all administrative positions at director level or above. A search committee is encouraged to be used for part time and adjunct positions, as well as all other positions.

A search committee will be comprised of no less than three members. The committee should reflect the diversity of the community and the student population, as much as practicable, and it should include at least one subject matter expert or one with knowledge of the hiring discipline. On behalf of the Chancellor, Vice-Chancellor or the executive leader of each department, with guidance from the BRCC Office of Human Resources, will review and approve the diversity of the search committee.

Authorized Salary Offer

The Chancellor or his/her designee will determine the designated "authorized salary offer" and shall approve all salary offers before they are made on behalf of BRCC.



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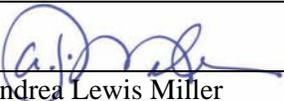
Interim Appointments

All interim appointments require the approval of the Chancellor. All interim appointments must have an identified beginning and ending date for the appointment. Such appointments have an ending date of one year after the beginning date if no ending date for the appointment is otherwise specified. The length of time of an emergency / interim appointment shall not exceed one year, unless otherwise approved by the LCTCS President.

Movement from an emergency / interim appointment to a regular appointment is not guaranteed. A regular appointment is subject to the posting and search committee guidelines as outlined in this policy.

Source of Policy: LCTCS Policy#6.032

Related Policy: _____

Approved by: 
Chancellor Andrea Lewis Miller

Responsible Administrator: Human Resources

LCTCS Policy Reference: #6.032

LCTCS Guideline Reference: _____

Date: 1/20/2015