

POLICIES AND PROCEDURES

Subject: Employment of Temporary Full-Time
and Part-Time Personnel Reference: F-V-d, 4

Source: President Eff. Date: August 04, 2004

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated January 10, 2002.

Date: August 04, 2004

This policy provides guidance in the employment of temporary full-time and part-time faculty and staff. Equal employment opportunity applies to the employment of temporary full-time or part-time faculty and staff. When temporary full-time or part-time vacancies occur, the college should make bona fide efforts to publicly advertise the openings to establish a diverse pool of applicants. Any temporary full-time or part-time position not advertised requires the approval of the President or designee in consultation with the EEO Officer. The Vice Presidents of the college have the authority to approve the employment of temporary full-time and part-time staff.

Positions with less than ninety-day employment duration (anticipated) per school year are not required to advertise provided the position is not budgeted to become a regular position.