



# Policy

<b>Title:</b> Recruitment, Selection, and Assignment of Personnel	<b>Number:</b> 6Hx2-3.02
<b>Legal Authority:</b> Fla. Stat. 1001.65 <u>Bd. Ed. Rule 6A-14.060 (3); Fla. Stat. 1012.86</u>	<b>Page:</b> 1 of 4

## GENERAL STATEMENT

This policy addresses the recruitment, selection and assignment of personnel at Broward College. The Vice President for Human Resources and Equity has the authority to implement all policy provisions related to recruitment, selection, and assignment of personnel. In addition, the Vice President for Human Resources and Equity oversees recruitment practices and procedures including monitoring the attainment of equity and affirmative action goals, providing regular reporting to the President and Cabinet members responsible for the attainment of these goals, conducting screening committee training and streamlining existing practices. A diverse Screening Committee will be established to review applications for each advertised faculty, administrator, and professional technical staff position. Per the requirements of Florida Law, the Equity Unit of the Human Resources Department in conjunction with the appropriate Vice President or Provost reviews the composition of search committees to ensure diversity and balance in the gender and ethnic composition of the committees.

## THE POLICY and THE FACULTY AND STAFF

### RECRUITMENT

All applicants desiring employment with Broward College (the “College”) must submit an official Broward College application and provide other documentation as specified by the job posting.

#### **Qualifications for Administrator and Professional Technical Staff Positions**

Persons recommended for administrator and professional technical positions will possess those qualifications necessary to perform effectively within their designated job classifications and job description. The appropriate senior management officer (Provost, Vice President, or President) shall verify to the Vice President for Human Resources and Equity that all documentation is appropriate and meets all established criteria for the administrator or professional technical position.

#### **Qualifications for Faculty**

##### Instructional:

All full-time and adjunct faculty are expected to be proficient in oral and written communication in the language in which assigned courses will be taught. All full-time and adjunct faculty teaching university parallel courses in humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master’s degree, or hold the minimum of a master’s degree with a major in the teaching discipline from an accredited institution. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas. Such exceptions must be justified, documented, and approved by the campus Instructional Dean, Provost and the Vice President for Academic Affairs.

**History:** Revised on September 21, 1982; revised on December 16, 1986; revised on February 18, 1996; revised on May 21, 1997; revised on October 28, 2008

<b>Approved by the Board of Trustees</b>	<b>Date</b> 10/28/08	<b>President’s Signature</b> 	<b>Date</b> 10/28/08
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All full-time and adjunct faculty teaching courses in professional, occupational, and technical areas other than physical activities courses that are components of associate degree programs designed for college transfer or from which substantial numbers of students transfer to senior institutions, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master’s degree, or hold a minimum of the master’s degree with a major in the teaching discipline.

All full-time and part-time faculty teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer or in the continuation of students in senior institutions, must possess appropriate academic preparation or academic preparation coupled with work experience. The minimum academic degree for faculty teaching in professional, occupational, and technical areas must be at the same level at which the faculty member is teaching. The typical combination is a baccalaureate degree with appropriate work experience.

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty teaching both transfer and non-transfer courses. In such cases, the exception must be justified, documented, and approved by the Provost for final approval by the Vice President for Academic Affairs and submitted to the Human Resources Department for final approval of the process. For additional information, please refer to Policy 6Hx2-3.03, *Criteria for Assignment of Rank for Faculty*.

Faculty who teach basic computation and communication skills in non-degree occupational programs must have a baccalaureate degree and, ideally, should have work or other experience which helps them relate these skills to the occupational field.

Faculty who teach in developmental programs must hold a baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in developmental education. Health examinations may be required for health sciences faculty teaching in clinical settings.

### Counselors:

All full-time and adjunct counselors are expected to be proficient in oral and written communication. All must hold at least a master’s degree in Counseling or related field (i.e. Social Work) or a master’s degree with 18 graduate credits in counseling from an accredited institution.

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### Librarians:

All full-time and adjunct librarians are expected to be proficient in oral and written communication. All must hold at least a master’s degree in Library Science from an ALA accredited institution.

### SELECTION

In order to ensure that the recruitment and selection process for positions at the College is fair and unbiased at all times, the College seeks to preserve the confidentiality of the screening process, standardize screening and selection procedures and maintain the highest level of professionalism. Should a committee member be unable to meet the requirements of this policy, the search committee chair and/or the hiring manager in consultation with Human Resources may excuse the member from the screening committee.

Recommendations from the Screening Committee of final candidates for any position shall be made to the hiring manager in accordance with Procedure A6Hx2-3.02, Recruitment, Selection and Assignment of Personnel.

### Reference Checks

Human Resources shall provide the appropriate procedures, guidance, and reference check forms for conducting reference checks to the hiring manager in accordance with Procedure A6Hx2-3.02, Recruitment, Selection and Assignment of Personnel. For positions at the Dean level and above, the Human Resources Department working with the hiring supervisor will conduct the reference checks.

Pursuant to Florida Statutes such as the Jessica Lunsford Act, the College retains the right to recertify criminal background checks on all College employees at will based upon position responsibilities.

The College requires all final applicants for full time positions, full time and part time health science positions, coaches and any other positions deemed necessary by the Human Resources Department to undergo fingerprinting and background checks as a condition of employment. Such requirements will be communicated in the job posting process. Final applicants may also be required to submit copies of transcripts, licenses and any other documentation required for the position prior to employment. Additionally, individuals who have been previously employed by the College but have not been employed within the last year are required to undergo fingerprinting and background checks as described above.

Nothing in this policy confers a right to employment to any particular applicant. In addition, requests by the College for documentation related to the recruitment process such as transcripts, resumes, or certifications, do not confer a right of employment to any particular applicant or to continued employment or renewal of contracts.

### Interim Appointments to Administrator and Professional Technical Positions

The hiring manager with approval of the appropriate Vice President/Provost and in consultation with Human Resources may make a recommendation for a limited interim appointment of up to a 24 month period for

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vacant administrator and professional technical staff positions, during which time the formal recruitment process shall be initiated. For appointment on an interim basis, the candidate must meet the minimum qualifications for the position as defined in the position description and by Human Resources. Such appointments require the approval of the President and Board of Trustees. Exceptions to the recruitment process require approval by the Vice President for Human Resources and Equity.

**ASSIGNMENT OF PERSONNEL**

**Assignment of Duties within the District.** A move from one administrative area to another may involve a change in work schedule. Whenever a vacancy in any administrative area occurs, a qualified employee may initiate a request for reassignment through the appropriate management reporting structure in consultation with the Human Resources Department. For employees in collective bargaining units, specific contract language will be followed. Reassignments that involve a change in duties will be submitted for approval by the Board of Trustees. In addition, major reorganizations involving changes in titles and/or salaries will be submitted to the Board of Trustees for approval.

**IMPLEMENTATION and OVERSIGHT**

The Vice President for Human Resources and Equity has responsibility for the implementation and oversight of this policy. The Vice President for Human Resources and Equity will review this policy annually.

**VIOLATION OF POLICY**

Violations of this policy shall be investigated by the Vice President for Human Resources and Equity and/or his/her designee who work with the appropriate parties in determining the course of action. Violations of this policy may result in disciplinary action up to and including termination.

**DEFINITIONS**

Campus instructional dean – this term includes the academic dean as well as instructional deans such as the dean of health sciences, dean of education, dean of aviation, etc.

Diverse screening committee – a committee that has diverse gender and ethnic representation.

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