

Policy Manual



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

GENERAL STATEMENT

Consistent with Broward College’s vision, mission, and core values, Broward College (“College”) is committed to inclusive excellence and affirms its commitment to recruit, support, and retain a diverse and talented faculty and staff community that reflects the diversity of Broward County and addresses the importance of cultural competency. As such, the College is committed to the concept of talent sustainability in its efforts to attract, hire, and retain talented and diverse faculty, administrators, and staff. The concept of talent sustainability encompasses the College’s recruitment and selection efforts as well as its commitment to the creation of a welcoming, affirming, and empowering culture of respect and inclusion.

This policy addresses the recruitment, selection and assignment of personnel at the College. The Executive Director for Human Resources and Equity has the authority to implement all policy provisions related to recruitment, selection, and assignment of personnel. In addition, the Executive Director 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 Senior Management 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 optional for professional technical staff position. Per the requirements of Florida Law, the Equity Unit of the Human Resources Division in conjunction with the appropriate Vice President or Campus President 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 the College must apply online and provide other documentation as specified by the job posting. A formal recruitment has to be completed for all advertised full-time regular positions for which a salary is determined by the College Salary Schedule.

Retired Employees

Retired employees seeking re-employment at the College must follow standard recruitment processes outlined in this policy. Retired employees seeking re-employment are subject to the Florida Retirement System (FRS) Re-employment Provisions as outlined in the Group Insurance Policy, 6Hx2-3.17 and set forth in the applicable FRS statutes and rules.

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

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senior management officer (Campus President, Vice President, or President) shall verify to the Executive Director 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, Campus President and the College Provost and Senior Vice President for Academics and Student Success.

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 adjunct 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 College Provost and Senior Vice President for Academics and Student Success and submitted to the Human Resources and Equity Division for final approval of the process. For additional information, please refer to Policy 6Hx2-3.03, *Criteria for Assignment of Rank for Faculty*.

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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.

Adjunct Hiring

In accordance with the *Adjunct & Substitute Policy*, 6Hx2-3.07, the adjunct hiring process is initiated by the hiring department/campus and is reviewed by the Division of Human Resources & Equity for equity and purposes.

All new adjuncts are required to complete an online employment application with the requested document(s) through the online employment system. The hiring manager initiates the hire process and submits to the Division of Human Resources & Equity for final approval prior to the commencement of employment of the adjunct.

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.

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.

Assignment of Personnel

Assignment of Duties within the District. A move from one administrative area to another may involve a change in work schedule and include a new probationary period. 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 and Equity Division. 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.

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IMPLEMENTATION and OVERSIGHT

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

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.


VIOLATION OF POLICY

Violations of this policy shall be investigated by the Executive Director for Human Resources and Equity and/or his/her designee will 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. New adjunct – a person teaching part-time at the College for the first time.

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