

TITLE: VACANCIES

Once it has been established that a permanent full-time or regular part-time vacancy needs to be filled, the following procedure will be followed:

Notice of Vacancy

The President's Office is informed (via a written memo) of the vacancy, closing date for applying, position description, and other relevant data.

Distribution

1. Contract Personnel Vacancies
 - a) "Notice of Vacancy" and job description emailed to all staff, with copies to the appropriate bargaining units;
 - b) Current application file is reviewed and acceptable applicants are notified of the vacancy;
 - c) A "Notice of Vacancy" and job description are sent to the Placement Office of area colleges and universities;
 - d) Professional journals and/or newspapers are utilized.
2. Non-Affiliated Personnel Vacancies.
 - a) Job descriptions and relevant data are posted via email, with copies to the appropriate bargaining units;
 - b) Current application file is reviewed and acceptable applicants are notified of the vacancy;
 - c) Professional journals and/or newspapers are utilized;
 - d) Agencies will be contacted if other sources are nonproductive.

TITLE: **VACANCIES** (Cont'd)

Applications

All applications, whether by letter of inquiry, application form, or credentials shall be submitted to the Director of Human Resources. Applications for the position of Dean shall also be submitted to the Director of Human Resources. All applications will be acknowledged.

- a) An accurate record shall be kept in the Human Resources Office of all applications distributed, whether within the system or mailed to an applicant.
- b) All subsequent applications, letters of inquiry, and credentials, when received, shall be filed by the Human Resources Office.

Vacancies Filled

After an individual has been approved for hiring for a particular position, the appropriate staff members shall be informed of the selection.

All applicants not chosen for a vacancy shall be notified that the position is filled. Applicants may be offered an opportunity to have their file remain active for future consideration.

Applications of qualified individuals may be retained for a two-year period.

All positions shall be filled without discrimination against any person on the basis of age, sex, color, religious belief, national origin, race, height, weight, marital status, or handicap.

Date of Adoption: 3/26/85

Revised: 6/27/89, 2/26/92, 1/25/00, 5/26/15