

605 HIRING PRACTICES AND PROCEDURES

Source: SBE 602.02, Code of Alabama 16-60-111.4 and 16-60-111.7

Vacancies in presidential, full-time faculty, and other full-time administrative and supervisory positions, regardless of whether the position is shown on Salary Schedules A, B, C, D, or E shall be filled according to the practices and procedures set out in the Alabama Community College System Uniform Guidelines.

GUIDELINES

- I. The President (or designee) of each institution shall post notices of all personnel vacancies, full-time and part-time, temporary and non-temporary, for all salary schedules. The vacancy notice shall be posted in an area in plain view at each institution's main campus and all instructional sites at least fourteen (14) calendar days before the position is to be filled. These posting requirements shall not be implemented to alter, abridge, or replace practices and procedures set out in the Uniform Guidelines.
- II. The vacancy notice shall include, but is not limited to, the following:
 - A. Job description and title;
 - B. Required qualifications;
 - C. Salary schedule and amount;
 - D. Information regarding the location for submitting applications;
 - E. Information regarding any deadlines for receipt of applications;
 - F. Any other relevant information.
- III. When a personnel vacancy occurs during an academic term and is not a supervisory, managerial, or newly created position, the vacancy notice may be posted not less than seven (7) calendar days before the position is to be filled.
- IV. Posting of personnel vacancies shall not be abridged or delayed except in circumstances of dire emergency. Under such emergency conditions, any delay in the posting of notices

shall be only temporary in order to reasonably meet the emergency conditions that may arise. Any such emergency conditions and posting(s) must be documented in writing to the Chancellor no later than the end of each academic term.

(These guidelines are issued in compliance with the requirements of Act 98-147.)