

## **Employment Selection and Appointment**

---

The board of trustees selects employees solely on the basis of professional qualifications and experience. Initial appointment of all professional personnel is made by the board upon the recommendation of the president.

In the selection process, the president or an authorized designee shall screen and evaluate all applications, conduct tests and interviews, and use whatever cooperative procedures with staff members he/she deems most effective. For teaching positions, the chief academic officer, the dean of outreach and workforce development, the director of nursing, and/or the appropriate division chair shall be responsible for recommending the qualified applicant to the president for his/her approval. For key positions, the president may direct applicants to present themselves to the board of trustees before being offered a contract. All contracts are subject to board approval.

The president will recommend to the board of trustees all candidates to be approved for hire, stating the rate of pay, classification, and status. The president may, at his/her discretion, appoint a person to a vacancy on a contingent basis, pending approval by the board of trustees, for a period not to exceed sixty (60) days. A candidate may be considered hired only upon approval of the board, after trustees review the candidate's credentials.