

## EMPLOYMENT PLAN

### Policy:

The President of Pearl River Community College will recommend to the Board of Trustees all regular full-time and part-time faculty and professional staff to be employed. Support Staff and adjunct faculty employees will be hired by the President.

### Procedure:

Recruitment efforts will be made to attract the best qualified personnel to Pearl River Community College. The process of recruitment will be administered in accordance with all institutional and governmental regulations.

- A. Employment - Support Staff - (an employee in a non-teaching position which does not require a Bachelor s, Master s or Doctor's degree).

Support Staff employee vacancies will be advertised internally for one (1) week. If a transfer is not made internally, the position will be advertised and held open for ten (10) working days. The dean or immediate supervisor will appoint a committee of at least three (3) employees to review the applications, schedule interviews for the qualified applicants with the committee, and set a date for tests to be administered, if applicable. The committee will recommend to the President the top applicant for the position. The President may schedule an interview with the top applicant before making the final decision.

- B. Employment - Professional - (Professional employees are faculty members and non-instructional employees whose jobs require a Bachelor s, Master s, or Doctor's degree).

Administrative, faculty (except for adjunct faculty), and professional staff vacancies will be announced internally for one (1) week. If an internal transfer is not made, the position will be advertised and held open for ten (10) working days except in emergency situations.

The following steps outline the application process:

1. Applications may be secured by contacting the appropriate administrator s office, Pearl River Community College: Phone: 601-403-1000.

2. The application, an up-to-date transcript, a resume, three letters of reference, and a statement of any other qualifications should be submitted.
3. The applicants will be screened by the screening committee, and selected applicants will be scheduled for an interview after the announcement is closed. Non-selected applicants will be notified in writing of selection status.

The screening committee will consist of the chair of the department in which the position exists, one member from the department in which the position is to be filled, and one appointed by the President of the College. The screening committee will submit the names of the best qualified candidates to the President of the College, identifying one as their choice for employment. The President will recommend his choice to the Board of Trustees for employment. The Board of Trustees will make the final decision on the employment of professional employees.

Should present employees wish to be considered for positions that become available within the College, the following procedures will apply:

1. Employees who wish to be given first consideration in transfer or promotion must be qualified for the position.
2. Employees seeking a change in position must make the request for change to the President of the College through the appropriate channels.
3. After the selection process has been completed, each employee will be notified of his/her acceptance or rejection.