

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYMENT
Policy No. 3-02
Page 1 of 1

Effective September 22, 2016

- (A) Columbus State Community College actively seeks to cultivate a globally diverse and multicultural environment that promotes equal opportunities to all applicants and employees. This is most often achieved through a competitive recruitment and employment process that provides qualified and diverse applicants. To that end, Columbus State will undertake proactive recruitment efforts to reach diverse audiences, ensure fair recruitment and selection practices consistent with the equal employment opportunity act and establish programs to retain and advance underrepresented groups.
- (B) The President will establish procedures for the establishment and revision of job descriptions.
- (C) The President will establish procedures for the employment of full-time faculty and administrators.
- (D) The President will establish procedures for the employment of full-time staff.
- (E) The President will establish procedures for the employment of part-time staff.
- (F) The President will establish procedures for the employment of adjunct instructors.
- (G) The President will establish procedures for the employment of part-time College work study students.
- (H) The final determination of all hiring decisions rests with the President.
- (I) The President will establish procedures for the salary placement of staff and managerial new hires.
- (J) The President will establish procedures for the establishment of the definition of hard-to-recruit positions for staff and managerial new hires.

Last Effective Dates: March 28, 2013
June 1, 2010
August 21, 2000