

2.1.6

Issued: April 14, 1999

Revised: April 16, 2009

**SUBJECT: PLACEMENT OF VACANCIES AND SELECTION OF APPLICANTS FOR NON-FACULTY POSITIONS**

Every employment search at Brewton-Parker College must conform to certain forms and protocols. Therefore, the chair of each search committee or the administrator initiating a search without a committee should first ask the college officer for human resources to provide them a list of actions needed in order to hire a BPC employee.

The recruitment, screening and referral of applicants to fill approved non-faculty positions are the responsibility of the administrative division head responsible for that particular function. All positions will be filled in compliance with federal and state laws and College regulations. Requests to fill non-faculty positions will be communicated to the President and the Chief Financial Officer.

Job titles and entry level salaries must be consistent with College practice and policies.

Vacancies approved for refilling by the President will be advertised on the bulletin board outside the Provost's Office. In addition, when considered appropriate, vacancy announcements will be placed in designated periodicals. The cost of advertisements will be charged to the department concerned. Position vacancies must be advertised for a minimum of five working days.

Applicants for a non-faculty vacancy must complete the Application for Employment form.

Applicants will be interviewed by the employing department. The final decision on employment will rest with the administrative head of the unit requesting the position. The position title and entry level salary must be consistent with the title and salary approved by the President and the Chief Financial Officer, unless a change is authorized by these officers. No offer of employment will be made unless all provisions of the College's employment policies are followed. Prior to the first day of employment, and before the signing of a contract or payroll authorization, the employee must have an appointment with the Director of Payroll and Human Resources to discuss employee benefits.

Following the selection for the position, the employing administrator will submit a file to the Director of Payroll and Human Resources showing vacancy announcements, applicants, job description, approved salary, and the process by which the new employee was chosen. These files will be retained for a period of five (5) years.

Contact for Interpretation: President

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This policy statement supersedes all previous policy statements on this subject.