

3.2.9 The institution defines and publishes policies regarding appointment and employment of faculty and staff. **(Faculty/staff appointment)**

Compliance Status: Compliance

As a member of the USG, the College of Coastal Georgia is guided in the appointment and employment of faculty and staff by the mandates of [Section 8](#) of the *Board of Regents Policy Manual*, as well as the [Human Resources Administrative Practice Manual](#).

Appointment Policies

The College defines and publishes policies regarding the appointment and employment of faculty in the *2010-2011 College of Coastal Georgia Full-Time Faculty Handbook*, which is accessible on the College's website. Included in the *Handbook* is information on qualifications for faculty appointments, recruitment and selection, conditions of employment, employment contracts, nonrenewal of employment contracts, and removal of a faculty member for cause. A variety of other personnel policies and descriptions of benefit programs are also provided.

The [College of Coastal Georgia Staff Handbook](#) covers issues related to regular staff employees, both part-time and full-time, including appointment and employment policies and procedures. A "regular" employee is defined as one who is not temporary. A "staff" employee is defined as one who is not a member of the institution's regular Corps of Instruction, is not classified as a student assistant or College-Work Study student, and is not a faculty member according to the definition of Faculty contained in the College's [Statutes](#).

Staff Hiring Guidelines

The College is committed to providing advancement opportunities to its employees when possible. Accordingly, open positions are posted internally for a specified period by the Human Resources Office. Postings are generally done through campus-wide electronic mail and regular employees are given the opportunity to indicate their interest in writing. If a suitable candidate is not identified through the internal posting process, or if time is limited in filling the position, the College reserves the right to consider concurrently both internal and external candidates for open positions. In that situation, internal and external candidates are given equal consideration.

Employment Applications

An application form is required by each person formally applying for a staff position with the College. If hired, the application is kept in the individual's personnel file located in the Human Resources Office. The College relies upon the application and any other information disclosed in the pre-employment process to be truthful and accurate. Any falsifications or misrepresentations by a job candidate will result in exclusion from further consideration. If falsifications or misrepresentations are discovered after the person has been hired, the employment relationship will be terminated.

Disqualification of Applicants

An applicant will be disqualified for employment for any of the following reasons:

- Conviction of a criminal drug offense shall disqualify a candidate for not less than two years. Any candidate who has been convicted of a second or subsequent criminal drug offense shall be ineligible for employment or reemployment for a period of five years from the most recent date of conviction.
- Any false statement of material fact in the application.
- The applicant is or has been a member of an organization advocating the violent overthrow of the government of the United States.
- The applicant has been convicted of a crime involving moral turpitude, unless the applicant has been pardoned.

Reference and Background Checks

The supervisor, with the support of the Human Resources Office, is responsible for ensuring that references are properly checked on all persons to be employed in regular staff positions. A criminal background check will be conducted by the Human Resources Office. Other background checks, such as driving records, may be conducted, if applicable to the job.

The Human Resources Office responds to all external requests for information about current and former employees or takes other actions to ensure that appropriate guidelines are followed. Human Resources will determine what employment data will be released and may require a written authorization and release signed by the individual who is the subject of the inquiry. Responses normally confirm only dates of employment, wage rates, and position(s) held.

Following the interviews, the supervisor evaluates each applicant, according to the criteria established for the position, and forwards to the Human Resources Office his or her written recommendation of the person deemed most suitable for the position. The Human Resources Director verifies that appropriate selection procedures have been followed and assures that the recommended candidate meets the requirements of the position. The Human Resources Director will forward the recommendation to the President. Upon receiving authorization to proceed, the Human Resources Director will make the offer of employment, notify the appropriate manager of the candidate's decision, and prepare a letter of appointment.

Faculty Hiring Guidelines

The School Dean has the responsibility for recruiting new faculty members. He or she works with an appointed search committee in screening candidates. Final candidates for positions are invited to the campus, where they meet members of the School/department, the Vice President for Academic Affairs, and the President. After interviews are completed, the School Dean and the search committee solicit reactions to the candidate from the School/department members concerning the candidate's qualifications. The School Dean is responsible for reviewing official transcripts to determine that the candidate has the required coursework in the teaching field. The Vice President for Academic Affairs, after consultation with the Chair of the Search Committee and the School Dean, offers in writing employment to the individual selected and specifies whether any probationary credit will be given, if this is a tenure track position.

The appointment of a person selected to fill an instructional faculty position or an academic administrative position must be approved by the President of the College. [Section 8.3.3.2](#) in the *Board of Regents Policy Manual* provides the protocol to be followed when a University System of Georgia institution desires to make an offer of employment to a person who is a principal administrator or faculty member from another System institution.

Qualifications

At the College, the minimum qualifications for faculty employment are consistent with Board of Regents' policies and with SACSCOC requirements for institutional accreditation. College faculty members shall have the master's degree or higher with a major in the teaching discipline or a master's degree with at least 18 graduate semester hours in the teaching discipline. Exceptions may be made for faculty with well-documented special training and ability and faculty with clinical assignments only.

The following qualifications must also be present for all teaching faculty members:

- Evidence of ability as a teacher and a commitment to excellence in teaching;
- Show evidence of a pattern of productive activity in professional development and or scholarly activities (primarily baccalaureate degree faculty) as defined by Boyer¹
- Successful experience (except in the case of those just entering the academic profession who meet all other requirements);
- Desirable personal qualities judged on the basis of personal interview, biographical data, and recommendations;
- Interest in service to students, the community, and the institution; and
- Ability to utilize technology in classroom instruction as appropriate

Other qualifications may be desired, depending on the academic area and the specific position.

Conditions of Employment

The following actions are required of faculty and all other employees as conditions of employment, and evidence thereof must be retained in the employee's personnel file:

- The State Security Questionnaire must be completed for all persons employed for 30 or more days;
- The Loyalty Oath must be completed as required by the laws of the State of Georgia;
- Federal and Georgia withholding tax forms must be completed;
- When applicable, employees must complete an application for membership in either the Teachers Retirement System or the Board of Regents' Optional Retirement Plan;

¹ Boyer, E. L. (1997). *Scholarship reconsidered: Priorities of the professoriate*. San Francisco: Jossey-Bass.

- Faculty employees must assure that official transcripts are supplied from the institutions they attended; original transcripts must be sent directly from the institution awarding the credit to the College's Office of Academic Affairs; transcripts are required for all degrees and coursework completed which substantiate qualifications for the position held;
- Form I-9, Employment Eligibility Verification, must be completed and proper documentation that establishes identity and employment eligibility must be supplied within three days of employment;
- The background check consent form must be signed; and
- An applicant may be disqualified for employment for reasons including:
 - Conviction of a criminal drug offense shall disqualify a candidate for not less than two years. Any candidate who has been convicted of a second or subsequent offense shall be ineligible for employment or re-employment for a period of five years from the most recent date of conviction.
 - Any false statement of material fact in application documents.
 - The applicant is or has been a member of an organization advocating the violent overthrow of the government of the United States.
 - The applicant has been convicted of a crime involving moral turpitude, unless the applicant has been pardoned.
 - Receipt of an unfavorable criminal background check.
 - Failure to submit I-9 documents within three days of hiring.

Job Advertisements

An ["Employment" link](#) on the College's website provides public access to faculty, administrative, and staff openings. Each posting has a descriptive position announcement describing the position and the qualifications.

Support Documentation

[*USG Board of Regents Policy Manual, Section 8.0*](#)

[*USG Human Resources Administrative Practice Manual, Employment*](#)

[*2010- 2011 College of Coastal Georgia Full-Time Faculty Handbook*](#)

[*College of Coastal Georgia Staff Handbook*](#)

[*College of Coastal Georgia Statutes*](#)

[*Employment, College of Coastal Georgia web page*](#)