



Bevill State Community College

SACS Reaffirmation of Accreditation Compliance Certification

Governance and Administration Comprehensive Standard 3.2.9

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

Judgment of Compliance:

Compliance **Partial Compliance** **Non-Compliance**

Rationale for Judgment of Compliance:

Bevill State Community College defines and publishes policies regarding appointment and employment of faculty and staff. Policies governing hiring procedures, contracts and employment for both faculty and staff are published in the College's *Personnel Handbook*.

State Board [Policy 602.02](#) requires that vacancies in presidential, full-time faculty, and other full-time administrative and supervisory positions, regardless of whether the position is shown on Salary Schedules A, B, C, or D, shall be filled according to the practices and procedures set out in the Alabama College System Uniform Guidelines issued by the Chancellor.

Bevill State Community College's Personnel Department develops, implements, communicates, and interprets all employment policies related to faculty and staff. The department is also responsible for the administration of employment practices. The College adheres both to State Board Policy and to guidelines issued by the chancellor regarding the appointment and employment of faculty and staff.

The College follows its hiring procedures for any vacant position not filled by promotion or transfer within the college. Board [Policy 204.01](#) gives the President the authority to appoint all faculty and staff at the local level. Faculty members are employed under term contracts not to exceed one year, and presidents are delegated the authority to offer these contracts.

Full-time faculty members comply with the credential requirements of the Southern Association of Colleges and Schools as described in Core Requirement [3.7.1](#).

State Board [Policy 207.01](#) requires the president to submit a copy of each position

announcement to the Department of Postsecondary Education and dictates that each announcement contain specific wording addressing non-exclusion and/or nondiscrimination. In accordance with [Policy 602.02](#), all [job openings](#) are posted electronically and on bulletin boards in the mail room on each campus.

Through the *Personnel Handbook* and in accordance with State Board Policy, Beville State's employment policies and procedures are communicated to faculty and staff in a variety of ways.

References and Supporting Documentation:

Keyword(s)	Reference
<i>Personnel Handbook</i>	<ul style="list-style-type: none"> • BSCC Personnel Handbook 2009: NUMBER: D/1.1 Hiring Process for Full-Time Positions • BSCC Personnel Handbook 2009: NUMBER: D/1.2 Classification of Personnel • BSCC Personnel Handbook 2009: NUMBER: D/1.17 Fair Dismissal Act • BSCC Personnel Handbook 2009: NUMBER: C/1.3 Equal Opportunity in Education and Employment
Policy 602.02	State Board Policy: 602.02 Uniform Guidelines
Policy 204.01	State Board Policy: 204.01 Appointment of Local Administrative Staff
3.7.1	Comprehensive Standard 3.7.1 Narrative
Policy 207.01	State Board Policy: 207.01 Position Announcements: Professional Faculty and Staff
Policy 602.02	State Board Policy: 602.02 Hiring Practices and Procedures
Job openings	Sample Job Announcements: <ul style="list-style-type: none"> • PT 275 English Instructor • PT 276 History Instructor