



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

DC-2 Recruitment of Faculty and Staff

APPROVED: November 27, 1985 **REVISED:** August 30, 2019
Year of last review: 2022
AUTHORIZING BOARD POLICY: DC

Classification: Administrative
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations
Designated contact: Executive Director, Human Resources

OBJECTIVE: To provide guidelines for the advertising of vacant employee positions to be filled on a competitive basis.

PROCEDURE:

I. Recruiting Publicity

Recruitment publicity shall be carried out through appropriate media for a sufficient period to assure adequate opportunity for the public to apply and be considered for employment on the basis of education, experience, skills and abilities and potential. Such publicity will indicate that the District is an equal opportunity employer.

II. Recruitment of Full-time Positions

- A. The supervisor will complete an electronic Position Requisition in the online employment application system, and forward it through administrative channels to ensure funding is available and that all the conditions of the position are appropriate.
- B. The position vacancy for full-time employment actions will be advertised by the Human Resources Department in accordance with the following recruitment guidelines:

| EMPLOYEE CATEGORY | RECRUITMENT MARKET | MINIMUM TIME ADVERTISED |
|--------------------------------------|--------------------|-------------------------|
| Administrator | National | 4 weeks |
| Professional Support | Regional | 3 weeks |
| Faculty, Tenure Track (Probationary) | National | 4 weeks |
| Faculty, Other | Regional | 3 weeks |
| Classified Staff | Local | 2 weeks |

- C. Exceptions to the above recruitment guidelines must be justified by a supporting memo and approved by the appropriate Vice President and the Executive Director of Human Resources.

III. Recruitment of Part-time Positions

Recruitment of part-time positions is not required, but if the supervisor requests that the Human Resources Department recruit for candidates, he/she would complete an electronic Position Requisition in the online employment application system and forward it through administrative channels to ensure funding is available and that all the conditions of the position are appropriate.

IV. Internal Recruitment

- A. Recruitment area of consideration for various position vacancies may be limited to current District employees if an adequate number of qualified eligible candidates are present in the District work force.
- B. Internal recruitment will follow the established guidelines outlined in Section II, above.