



EL PASO COMMUNITY COLLEGE PROCEDURE

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

DC-9 **Recommendation of Faculty Appointments and Reappointments**

APPROVED: February 19, 1986 **REVISED:** October 7, 2013
Year of last review: 2021

AUTHORIZING BOARD POLICY: DC

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide guidelines for recommending the employment of probationary and lecturer faculty*.

PROCEDURE:

- I. Recommendations for faculty appointments in a probationary status must be made on a competitive basis and in accordance with the appropriate candidate evaluation procedure.
- II. Recommendations for faculty appointments in a lecturer status must be made on a competitive basis, with the following exception:

An emergency need or special circumstance exists to fill a position (e.g., unanticipated need; “last minute” resignation, etc.). A lecturer appointment based on emergency need or special circumstance should not exceed one academic year. After one academic year, the position should be **competitively** filled with either a lecturer or a probationary faculty appointment.
- III. Recommendations for appointment/reappointment in a lecturer status are as follows:
 1. Lecturer faculty may be recommended for a non-competitive appointment based on satisfactory job performance for up to one academic year under the following conditions:
 - a. The lecturer is temporarily replacing a probationary or tenured faculty member.
 - b. The lecturer is filling a position in a new and/or developing program.
 - c. The lecturer is filling an externally-funded position.
 - d. The lecturer is filling an emergency need or other special circumstance.
 2. Institutionally-funded lecturer faculty are eligible for, and may be recommended for, reappointment based on satisfactory job performance for up to five years if they were hired as a lecturer on a competitive basis.
 3. Externally-funded lecturer faculty are eligible for and may be recommended for reappointment based on satisfactory job performance under the following conditions:
 - a. They were hired initially in a lecturer status on a competitive basis.
 - b. The same external funding for the position funding source or to institutional funding, the position must be readvertised and employment must be made on a competitive basis.
 - c. Lecturer reappointment recommendations may be made on an annual basis for the duration of the external funding; therefore, the faculty member may remain in a lecturer status beyond the five-year limit.
- IV. The process for non-competitive faculty employment actions are as follows:
 - A. A *Position Requisition* (PR) is completed by the supervisor.
 - B. A *Personnel Action Record* (PAR) is completed for the recommended candidate.

* **Note:** The word “faculty” denotes instructors, counselors and librarians.

- C. A memo supporting the recommendation is developed.
- D. The PR, PAR, and memo supporting the non-competitive recommendation are forwarded through administrative channels to the Human Resources Department.
- V. For both competitive and non-competitive recommendations, upon receipt and approval of the employment recommendation by the Human Resources Department, a designated staff member of the Human Resources Department notifies the candidate of the pending recommendation and extends an offer of employment, subject to final approval by the Board of Trustees.
- VI. In emergency cases, if the appropriate paperwork as noted above is unable to be completed in time for the faculty employment need, it is the responsibility of the Dean of the appropriate division and/or the Vice President of Instruction and Workforce Education to obtain verbal approval of an employment commitment from the Executive Director of Human Resources, the Vice President of Administration and Financial Operations, or the President.
- VII. Only a Human Resources Department staff member is authorized to extend an offer of employment to a recommended candidate.