

CPTC Procedure: Employee Hiring

Coastal Pines Technical College (CPTC) is committed to employing competent faculty & staff members who are qualified to accomplish the mission and goals of the College.

Internal applicants are required to use personal leave, as well as personal transportation when participating in the hiring process for positions within the College.

Full-time Faculty & Staff

After the President grants approval to hire for the new or vacant position, a job advertisement is prepared by the appropriate hiring supervisor.

Advertisements are submitted to the Human Resources Office for publication. Prior to publishing the advertisement, the Human Resources Office must receive certification from the appropriate hiring supervisor and Cabinet level supervisor that the qualifications stated in the advertisement are in compliance with CPTC Procedure: Faculty Qualifications and Verification of Credentials and the TCSG Procedure: 4.1.1p3 Interviewing and Selection Guidelines.

Advertisements are posted on the CPTC and/or Technical College System of Georgia (TCSG) websites and with the Georgia Department of Labor. Other sources may also be used.

Applicant resumes are initially reviewed by the appropriate hiring supervisor to determine compliance with credentialing guidelines and the minimum qualifications as advertised. If no applicants meet the requirements for the position, advertising for the position will continue.

Applicant resumes and transcripts for faculty members are evaluated by the Institutional Effectiveness Office for compliance with CPTC Faculty Credentialing Guidelines. The Vice President for Institutional Effectiveness will forward results of evaluations to the Vice President for Academic Affairs (VPAA). Applicant resumes and transcripts for staff members are evaluated by Human Resources and the hiring supervisor to ensure that minimum qualifications are met.

Complete applicant packages will be reviewed and evaluated by a committee selected by the appropriate hiring supervisor in order to determine the top applicants for interviewing. The number of applicants selected for an interview will vary depending on the total number of applicants.

An interview committee selected by the hiring supervisor will interview selected applicants using a list of questions to aid in establishing consistent interviews. The hiring supervisor will chair the committee. The interview committee will determine which applicant or applicants will be referred to the appropriate Cabinet level supervisor for an interview. If the appropriate Cabinet level supervisor is a member of the interview committee, then an additional interview is not required. The rating sheets used during the interview process will be submitted to and maintained by the Human Resources Office.

At the completion of the interview process, the Cabinet level supervisor will submit the selected applicant's name, resume, and other supporting documentation to the President with a recommendation to hire. The recommendation memo should include a statement certifying that the selected applicant meets the minimum qualifications for the position. For faculty positions,

the VPAA is responsible for including in the supporting documentation a form certifying that the selected applicant meets faculty credentialing requirements (see Certification of Credentials to President Form in Appendix A).

After reviewing the recommendation and all supporting documentation, the President will make the final hiring determination and salary offer. The President's review may include a final interview with the recommended applicant. The Human Resources Office will conduct a background check on the applicant who is selected for the position by the President and provide the hiring supervisor with the results of that check upon receipt of the results.

After the position is filled, the new employee will meet with Administrative Services personnel to complete orientation and any required documents.

Part-time Faculty & Staff

Adjunct Instructors and part-time staff members are recruited and hired by the appropriate hiring supervisor with the approval of the division's Cabinet level supervisor.

All adjunct instructors must meet the same credentialing guidelines as full-time faculty. The Dean for Academic Affairs is responsible for initial review of the proposed adjunct instructor's credentials. The appropriate Dean for Academic Affairs will complete an Adjunct Faculty Credential Approval form (see Appendix B) and forward it, along with supporting documentation, to the Vice President for Institutional Effectiveness.

In cases where outstanding professional experience and demonstrated contributions to the teaching discipline are presented in lieu of formal academic training, it is the appropriate Dean for Academic Affairs' responsibility to prepare a written justification and attach it to the Credential Approval form.

The completed form, with original signatures, is forwarded to the VPAA for action. The VPAA must approve all adjunct instructor hires.

Upon receiving approval to hire, the hiring supervisor is authorized to hire the adjunct instructor or part-time staff member who may begin working as soon as a favorable background check is received by Human Resources. The hiring supervisor should complete an Employment Agreement and obtain all required signatures. The Employment Agreement will be used as documentation for required payroll information such as pay period, pay rate, and appropriate budget coding.

The new adjunct faculty member or part-time employee meets with Administrative Services personnel to complete the required employment packet.

Responsibility

The Vice President for Academic Affairs and the Vice President for Administrative Services have the overall responsibility of ensuring this procedure is implemented.

Adopted: July 21, 2016

Revised: November 15, 2021