

**3.2.9** The institution publishes policies regarding appointment, employment, and evaluation of all personnel. **(Personnel appointment)**

Compliance       Partial Compliance       Non-Compliance

**Narrative:**

Chattahoochee Valley Community College (CVCC) publishes policies regarding appointment, employment, and evaluation of all personnel in the [Human Resources Procedures Manual](#) published on the College's Intranet. In addition, CVCC publishes on in its Policy and Procedures Manual State Board Policy [602.01](#) and State Board Policy [602.02](#). These policies and procedures are consistent with applicable federal laws and regulations regarding the appointment and assignment of personnel and hiring practices and procedures. The College adheres to State Board Policies [204.01](#) and [207.01](#) and the Alabama Community College System [Uniform Guidelines](#) issued by the Chancellor regarding appointment and employment of faculty and staff.

State Board Policy [602.02](#) mandates 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](#).

The Human Resources department assists in the development and implementation of policies and procedures to ensure uniformity in the recruitment and selection of new employees and to ensure compliance with the Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), and goals of the College.

Chattahoochee Valley Community College's Human Resources department publishes information regarding job vacancies, the employment process, submission of applications, and required application materials within each [Intent to Employ](#) posted on the College's [website](#), via [electronic communication](#), the weekly [Monday Message](#), and through newspaper advertising for Salary Schedule B, C, D, and E vacancies. Information on the application process and appointment of personnel is also published in the [Human Resources Procedures Manual](#). Recent examples of vacancy announcements and [full-time faculty](#) and [full-time staff](#) employment are presented as evidence of policy adherence ([Dean of Student and Administrative Services](#), [Dean of Workforce Development](#), [Director of Institutional Effectiveness](#), [Interim Dean of Instruction](#)).

As described in [CS3.2.10](#), the College evaluates all personnel annually as set forth in the [Human Resources Procedures Manual](#) and in Alabama State Board Policies [607.01](#) and [904.01](#). The Human Resources department initiates the evaluation process via [e-mail](#) communication. The evaluation period begins in April with a deadline date of June 1.

---

SUPPORT DOCUMENTATION
<a href="#">Human Resources Procedures Manual Section 3 – Pages 7-17</a>
<a href="#">State Board Policy 602.01: Appointment and Assignment of Personnel</a>
<a href="#">State Board Policy 602.02: Hiring Practices and Procedures</a>

<a href="#"><u>State Board Policy 204.01: Appointment of Local Administrative Staff</u></a>
<a href="#"><u>State Board Policy 207.01: Position Announcement: Professional Faculty or Staff</u></a>
<a href="#"><u>Alabama Community College System Uniform Guidelines</u></a>
<a href="#"><u>Intent to Employ</u></a>
<a href="#"><u>Employment Opportunities on Website</u></a>
<a href="#"><u>Electronic Communication</u></a>
<a href="#"><u>Monday Message</u></a>
<a href="#"><u>Full-Time Faculty Employment Example</u></a>
<a href="#"><u>Full-Time Staff Employment Example</u></a>
<a href="#"><u>Vacancy Announcement: Dean of Student and Administrative Services</u></a>
<a href="#"><u>Vacancy Announcement: Dean of Workforce Development</u></a>
<a href="#"><u>Vacancy Announcement: Director of Institutional Effectiveness</u></a>
<a href="#"><u>Vacancy Announcement: Interim Dean of Instruction</u></a>
<a href="#"><u>Human Resources Procedures Manual Section 3, Evaluation of Personnel – Page 16</u></a>
<a href="#"><u>State Board Policy 607.01: Evaluation of Personnel</u></a>
<a href="#"><u>State Board Policy 904.01: Institutional Effectiveness</u></a>
<a href="#"><u>Email from HR Initiating Performance Review – Staff</u></a>