

on which the training was received. Instructions for completing this training may be obtained from the Human Resources Office.

Sexual Harassment Defined

For the purposes of this policy, sexual harassment includes "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the person submitting to or rejecting such conduct, (3) such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, academic, or living environment, or (4) such conduct denies, limits, provides different, or conditions the provision of, aid, compensation benefits or services provided to students or employees by CVCC." Sexual harassment also includes, but is not limited to, any of the following:

1. Physical assault, or attempted physical assault, of a sexual nature.
2. Direct propositions of a sexual nature.
3. Subtle pressure for sexual activity.
4. Intimidating or demeaning comments based on a person's gender, whether or not the comments are of a sexual nature.
5. Displaying pictures or objects that are sexual in nature that would have the tendency to create a hostile or offensive environment and which serve no legitimate education purpose.

Disciplinary Penalties

Any employee of CVCC who engages in conduct that is determined by the President to be "harassment" or "sexual harassment" as defined above shall be subject to such disciplinary action as shall be deemed appropriate by the President. Such disciplinary action may include a formal reprimand, suspension with or without pay, and/or other disciplinary action up to and including termination from employment.

Reporting Harassment

Any person who is the victim of, or who is aware of, any harassment prohibited by this policy should report such harassment to the College Grievance Officer. Reports of an activity of a sensitive nature will be investigated and resolved, to the fullest extent reasonable, in such a manner as to best protect the privacy of all victims and witnesses. Officials have been designated by the President as responsible for responding to employee complaints and grievances.

A. Appointment and Assignment of Personnel (SBP 602.01)

The President serves at the pleasure of the State Board of Education.

The President appoints faculty and staff of the institution in accordance with qualifications approved by the State Board of Education and in accordance with

other policies as may have been adopted by the SBE. The President is authorized to make assignments of faculty and staff at the local level. The Chancellor has the authority to reverse any appointment or assignment of personnel determined to be contrary to any statute and such policies as may have been adopted by the SBE.

See [State Board Policy 602.01](#) and the accompanying guidelines for additional information, including information on transfers.

B. Hiring Practices and Procedures (SBP 602.02)

The HR office fills vacancies according to the practices and procedures set out in the [Alabama Community College System Uniform Guidelines for Compliance and Monitoring of Recruitment and Selection at ACCS Institutions](#).

Any person making application to Chattahoochee Valley Community College must complete a separate [employment application](#) for every job for which he/she applies. Application materials become the property of the College and will not be returned to or duplicated for the applicant. As required by SBE policy, application for certain positions requires the applicant to provide verification of certification and/or experience to meet minimum qualifications outlined for the position as specified in individual position announcements. The applicant may provide verification of education through copies of official or unofficial transcripts. Verification of minimum experience requirements must be provided through letters or other documents from employers and/or former employers, if required by a specific position announcement. If the applicant fails to provide the materials and information specified in the position announcement as requested, he/she will be disqualified. The successful applicant, if offered employment, must have official transcripts and other requested supporting documentation sent directly to CVCC as required. Failure to timely provide this information will disqualify the applicant from being employed.

Full-Time Positions

The Alabama State Board of Education has adopted a uniform procedure for the selection of full-time faculty, administrative, and supervisory personnel on State Salary Schedules B, C, and D. In addition, the Chancellor requires similar processes to fill positions on Salary Schedules E and H. It is the intention of the State Board to ensure that the screening and selection process is accomplished in a professional, nonpolitical manner, without bias, and in compliance with all State and Federal laws. The complete guidelines for recruitment and selection procedures are on file in the Human Resources office.

1. To initiate a job search, the department chair/director must submit a [Request to Advertise Vacancy](#) in writing to the appropriate dean. Once the approved request form is received in the HR office with all required signatures, the Director of Human Resources will begin recruiting for the vacancy. The Intent to Employ (vacancy announcement) will be developed from the proposed position job description. All requests to fill full-time

- positions are forwarded to the Department of Postsecondary Education by HR for approval before the formal search process may begin.
2. The Intent to Employ will be posted and distributed by the Office of Human Resources for advertising in and posting on or with the following:
 - a. *Columbus Ledger-Enquirer*
 - b. *Opelika-Auburn News*
 - c. *Montgomery Advertiser*
 - d. Alabama State Employment Service
 - e. The Department of Postsecondary Education
 - f. All colleges in the Alabama Community College System
 - g. IMDiversity.com
 - h. Chattahoochee Valley Community College website
 - i. Bulletin Board in the Wallace Hall mailroom
 - j. Department of Postsecondary Education applicant pool members (notices will be mailed)
 3. At a minimum, vacancies will be posted for fourteen (14) days.
 4. All application materials must be submitted directly to the Office of Human Resources via U.S. mail, express mail, or hand delivery.
 5. The Search Committee will be appointed by the President. The Committee will include membership that is at least 40% African American and at least 50% female.
 6. The Search Committee will screen applicants for minimum qualifications.
 7. The Committee must interview all qualified applicants. If there are more than ten qualified applicants, the President may participate in screening the applicants to determine at least ten to interview.
 8. After the interviews, the Committee will determine the top three finalists and recommend them to the President in alphabetical order.
 9. The top three finalists will be interviewed by the Vice President/Dean of the College and the President.
 10. The President will notify the Office of Human Resources of his employment decision.
 11. Applicants will be notified in writing of the President's decision.
 12. The Department of Postsecondary Education will be notified of the President's decision using the [Notification of Hire](#) form.

A successful applicant hired to fill a full-time position shall be required to serve in that position for a minimum of one (1) year before he/she may apply for another position on campus.

Full-Time Temporary Positions

Full-time temporary vacancies may be filled for up to one (1) year. Employment beyond one year requires the approval of the Chancellor. The president will determine whether the temporary appointment will expire after one year or be filled through the regular hiring process outlined above for full-time positions.

1. To initiate a job search, the department chair/director must submit a [Request to Advertise Vacancy](#) in writing to the appropriate dean. Once the approved request form is received in the HR office with all required signatures, the Director of Human Resources will begin recruiting for the vacancy. The Intent to Employ (vacancy announcement) will be developed from the proposed position job description. All requests to fill full-time temporary positions are forwarded to the Department of Postsecondary Education by HR for approval before the search process may begin.
2. At a minimum, the Intent to Employ will be posted on the Chattahoochee Valley Community College website for fourteen (14) days, except during emergency situations.
4. All application materials must be submitted directly to the Office of Human Resources via U.S. mail, express mail, or hand delivery.
5. The appropriate dean or search committee will screen applicants for minimum qualifications.
7. The dean or committee may interview all qualified applicants or any preferred applicant(s).
8. After the interviews, the dean or committee will determine the successful candidate(s) and recommend one or more candidates to the President.
9. The finalist(s) may be interviewed by the Vice President/Dean of the College and the President.
10. The President will notify the Office of Human Resources of his employment decision.
11. Applicants will be notified in writing of the President's decision.
12. The Department of Postsecondary Education will be notified of the President's decision using the [Notification of Hire](#) form.

Part-Time Positions

The college also follows a uniform procedure for the selection of part-time faculty, staff, and volunteers. It is the intention of the Office of Human Resources to ensure that the screening and selection process for part-time personnel is accomplished in a professional, nonpolitical manner, without bias, and in compliance with all State and Federal laws.

The recruitment and selection procedures for part-time staff positions are as follows:

1. To initiate a job search, the department chair/director must submit a [Request to Advertise Vacancy](#) in writing to the appropriate dean. Once the approved request form is received in the HR office with all required signatures, the Director of Human Resources will begin recruiting for the vacancy. The Intent to Employ (vacancy announcement) will be developed from the proposed position job description.
2. At a minimum the Intent to Employ will be posted and distributed by the Office of Human Resources for posting on the following:
 - a. Chattahoochee Valley Community College website
 - b. Alabama State Employment Service (Alabama JobLink website)
 - c. Bulletin Board in the Wallace Hall mailroom

3. In most cases, vacancies will be posted for fourteen (14) days.
4. All application materials must be submitted directly to the Office of Human Resources via U.S. mail, express mail, or hand delivery.
5. The Search Committee will be selected by the president, the supervising administrator or the search committee chair, and approved by the HR Director. The Committee will include membership that is diverse and that consists of at least three (3) individuals.
6. The Search Committee will screen applicants for minimum qualifications.
7. The Committee must interview all qualified applicants. If there are more than ten qualified applicants, the pool may be screened down to at least ten to interview.
8. After the interviews, the Committee will determine the successful candidate and recommend him/her to the President.
9. The successful candidate must be approved by the President prior to any offer of employment being extended to the candidate.
10. The President will notify the Office of Human Resources of his employment decision.
11. Applicants will be notified in writing of the President's decision.
12. The HR Director will notify the Search Committee chair of the President's decision. At that time the chair may extend an offer of employment to the candidate.
13. The HR Director will forward an [hourly authorization](#) form to the supervisor for completion. This form authorizes the HR office to complete employment paperwork and enter pay information for the individual.

Adjunct Faculty Positions

Generally the college posts a continuous advertisement for adjunct faculty and other part-time instructional positions. When positions are posted on a continuous basis, applications continue to be accepted even when there are no vacancies.

The selection procedures for part-time faculty and other part-time instructional positions that are posted on a continuous basis are:

1. The department chair or program director notifies the Office of Human Resources of a need to fill a vacancy.
2. The HR office provides the department chair or program director access to the applications received for the area of need.
3. The department chair/program director selects qualified candidates to interview and then makes an employment decision, notifying HR personnel of that decision in order to begin the processing of required paperwork.

Volunteer Positions

The recruitment and selection procedure for volunteer positions is completed in two phases.

Phase 1 requires the following steps:

1. The interested individual must submit a completed and signed CVCC Application for Employment and a legible and current driver's license to the Athletic Director (AD).
2. The AD must forward the application and driver's license to the HR office for entry into the HR database, retaining a copy for the Athletic Department.
3. The AD and Dean of Student Services will interview the potential volunteer.
4. The AD or Dean will conduct reference checks using the Pre-employment Reference Check Form.
5. The AD and Dean will notify in writing the Director of HR, with a copy to the Vice President/Dean of the College, that an interview has been conducted, references have been checked and are satisfactory, and that they wish to recommend the applicant for a volunteer position.

Phase 2 begins after the Athletic Director, Dean, and Vice President determine that the individual is a suitable volunteer. Phase 2 requires the following:

1. The volunteer must contact the Office of Human Resources (Lannette Mitchell at 214-4848 or Debbie Boone at 291-4927) within two (2) business days.
2. The volunteer will be asked to report to HR to:
 - a. Sign the Letter of Intent indicating work will be as a volunteer.
 - b. Provide his/her original Social Security card for copying.
 - c. Complete the Personnel File Information form.
 - d. Sign the Disclosure and Release form for state vehicles (insurance coverage).
 - e. Consent to a criminal background investigation (CVCC will pay the fee).
 - f. Sign State Board Policy 623.01: Criminal Background Checks. (Copy to be provided to the volunteer.)
 - g. Sign the Drug-Free Workplace Policy form. (Copy to be provided to the volunteer.)
 - h. Sign the Department of Postsecondary Education memo on investigation cooperation and the no-shred policy. (Copy to be provided to the volunteer.)
 - i. Complete the ethics training.
 - j. Complete the Preventing Sexual Harassment training.

C. Letters of Appointment (SBP 603.01)

The college issues Letters of Appointment (LOAs) to all full-time employees. A Letter of Appointment is an employment agreement of indefinite length but with a specific beginning date. The employment period begins September 1 for staff positions and on the first duty day of the fall semester and optional summer semester for faculty positions.

In conjunction with employment agreements, CVCC personnel are required to review and sign a statement of [Terms and Conditions of Employment](#). Newly hired personnel are also required to follow new hire processing procedures and submit the necessary documentation to the Human Resources Office.

The President may offer [Letters of Appointment](#) for one semester, two semesters, a summer term, or a full year as appropriate to librarians, counselors, and instructors, provided there is sufficient enrollment and funds are available. In addition, the President may offer [Letters of Appointment](#) for up to a full year as appropriate to support staff and administrators.

D. Summer Employment (SBP 603.02)

A full-time instructor, counselor, or librarian on Salary Schedule D who is employed fall and spring semesters shall have first option (over part-time or temporary employees) for employment in the summer term (three months), provided that: (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; (4) the employee is in line to be hired by the institution's summer employment policy; (5) an instructor, counselor, or librarian who attained tenure prior to September 1, 1979, and who is employed by virtue of an academic year contract with a technical college or technical division of a community college, and who desires to be employed during the summer term, shall have the first option for employment over all other full-time technical college/division employees covered by this policy at the institution; and (6) instructors may be given priority for summer teaching only in those areas in which they taught on a regular basis during the preceding academic year.

A full-time instructor employed for less than a full teaching load for a summer term is paid a *pro rata* amount of his/her Salary Schedule D compensation based on: (1) qualifications and experience; and (2) a full teaching load. A full teaching load for an academic instructor is twelve (12) to thirteen (13) credit hours per term or the equivalent, as determined by the President.

More detailed information regarding summer employment for full-time instructors, counselors, and librarians on Salary Schedule D may be found in [State Board Policy 603.02](#) and the accompanying [guidelines](#).

H. Qualifications of Personnel (SBP 605.01)

As required by the Department of Postsecondary Education [Uniform Guidelines](#) and State Board policy, application for certain positions requires the applicant to provide verification of certification and/or experience to meet minimum qualifications outlined for the position as specified in individual position announcements. The applicant may provide verification of education through copies of official or unofficial transcripts. Verification of minimum experience requirements must be provided through letters or other documents from employers and/or former employers, if required by a specific position announcement. Successful applicants, if offered employment, must have official transcripts and other requested supporting documentation sent directly to CVCC as required. Failure to timely provide this information will disqualify the applicant from being employed.

In addition, the President and other administrative officers directly responsible to the President are required to possess credentials, experience, and/or demonstrated competence appropriate to their areas of responsibility. Appointments to these positions are made in accordance with the Chancellor's guidelines on qualifications and experience required for the Presidents and administrative officers. See [State Board Policy 605.01](#).

I. Faculty Credentials (SBP 605.02)

Employees on Salary Schedule D advance according to [State Board Policy 605.02](#), Postsecondary Faculty Credentials, and the Salary Schedule adopted by the State Board of Education. Each person paid from approved salary schedules must qualify for appropriate salary ranks according to standards established by the State Board of Education.

Full-time faculty must have on file a pre-approved [Professional Development Plan](#), sometimes also called a Professional Growth Plan. Professional Development Plans will be utilized to verify instructor changes in rank. A Professional Development Plan approved in advance will be the only means by which an instructor can advance in rank.

Annual Rank Changes

Instructor rank may change only once a year, except as noted below for the summer term. Qualifications for a rank increase must be documented in the personnel folder at the College prior to September 1 of each academic year in order for the instructor to be classified at that rank for the respective year.

Requests for rank increases must be submitted by signed memo to the faculty member's division chair and supervisory dean prior to September 1 of each academic year. An approved request must be on file in the Human Resources office.

Summer Rank Changes

An instructor who has a nine-month employment agreement and has on file an approved Professional Development Plan complete with the approved Course of Study, and who fulfills the Doctoral requirements therein agreed upon prior to commencement of the summer term, and who then contracts to teach a full load during the summer term, shall be advanced in rank and receive commensurate salary for that employment period.

Qualifications for a rank increase must be documented in the personnel folder at the College on or before the first faculty duty day of the summer semester in order for the instructor to be considered for a rank increase for the summer employment period.

Requests for rank increases must be submitted by signed memo to the faculty member's division chair and supervisory dean prior to the first faculty duty day of the summer semester. An approved request must be on file in the Human Resources office.

J. Compensation for Two-Year College Personnel (SBP 606.01; 606.03)

Personnel employed at CVCC are paid according to salary schedules adopted by the State Board of Education. Personnel covered by these schedules must meet the qualifications and standards set by the State Board of Education. Individual schedules have been set for the following classifications of employees:

- 1.1. President: Salary Schedule A
- 1.2. Deans and Business Officers: Salary Schedule B
- 1.3. Professional personnel not included in other schedules: Salary Schedule C
- 1.4. Instructors, librarians, and counselors: Salary Schedule D;
Teachers: Salary Schedule D-3
- 1.4. Technical and support personnel not included in other schedules: Salary Schedule E
- 1.6. Support personnel working twenty (20) or more but less than forty (40) hours per week: Salary Schedule H

Temporary personnel, support personnel, and adjunct instructors working less than twenty (20) hours per week are compensated from local salary schedules (Salary Schedule L). Information on pay for part-time employment may be obtained from the Human Resources office.

Additional information regarding compensation may be found in [State Board Policy 606.01](#) and the accompanying [guidelines](#).

Any full-time compensation that does not fall on the salary schedule is an exception to policy. In accordance with [State Board Policy 606.03](#), all salary schedule exceptions will be submitted to the Chancellor for approval.

K. Extra Duty Pay (SBP 606.05)

The president designates a chairperson of a department or division having three (3) or more full-time faculty members, with the department chairperson being counted as one of the three. Chairpersons receive a salary supplement of four hundred dollars (\$400.00) per month.

In addition, the college has one full-time professional staff member in the library designated by the president as full-time head librarian. The head librarian receives a salary supplement of four hundred dollars (\$400.00) per month.

According to [State Board Policy 606.05](#) the president may also designate one individual paid from Salary Schedule B to be in charge in the president's absence. The current appointee, Vice President/Dean of the College, receives a salary supplement of two thousand dollars (\$2,000.00) annually to serve in that capacity.

L. Emergency Shelter Duty and Pay (SBP 606.08)

In accordance with [State Board Policy 606.08](#) the president or his designee may assign employees to assist in managing and maintaining college facilities when those facilities are activated to provide shelter to disaster evacuees. Employees assigned to emergency shelter duty shall, upon certification by the president, be paid two (2) times the applicable normal rate of pay for each hour worked. This rate of pay applies whether or not the work week exceeds (40) hours. This rate does not apply to employees paid on Salary Schedules A and B. The Chancellor will issue guidelines regarding the eligibility of and procedures for implementing emergency shelter duty pay.

Only employees with written certification from the president are eligible for emergency shelter duty pay. Shelter duty pay begins upon activation of the shelter and ends upon instructions from the Chancellor to close the shelter.

M. Evaluation of Personnel (SBP 607.01)

The president is responsible for the development and implementation of an evaluation system whereby all instructors and other employees at the institution are evaluated at least annually. The college's evaluation process occurs annually each spring. The Human Resources Director initiates the process through electronic communication with supervisory personnel.

Those individuals having served as president for a period of three (3) years or less are evaluated annually. Those individuals having served as president for a period of more than three (3) years are evaluated at least biennially. The Chancellor evaluates the performance of the president in accordance with State Board Policy 607.01. The results of this evaluation are reported to the Board. For more information on the evaluation of the college president, refer to [State Board Policy 607.01](#) and the accompanying [guidelines](#).

Faculty evaluation

The faculty appraisal system at CVCC is based on observed accomplishment of the specific duties and responsibilities included in the faculty job description. As required by State Board policy, instructors are evaluated annually. Individual records of all written evaluations are maintained within the employee's personnel file and/or the Dean of Instruction's office.

Full-time instructors are evaluated annually each spring by their division chairs using the Faculty Performance Appraisal Form. This form must be submitted to the Human Resources office **no later than the third Wednesday of April** each year. Full-time instructors are also evaluated each semester by their students using an online method of evaluation.

Division Chairs are evaluated annually each spring by 1) the Dean of Instruction, using the [Division Chair Performance Evaluation Form](#); 2) their subordinates, using the [Purdue Rating Scale for Division Chairs](#); and 3) their students each semester using an online method of evaluation.

Adjunct faculty are also evaluated annually by 1) their division chairs using the [Teacher/Class Evaluation Form](#); and each semester by 2) students, using an online method of evaluation.

Staff evaluation

Evaluation of non-instructional personnel is a performance-based system conducted annually for all personnel by the appropriate supervisor. A performance appraisal form is completed on each non-instructional personnel employee and is maintained in the employee's permanent personnel file in the Human Resources office. Forms used in the evaluation process are to be submitted to the Human Resources office **no later than June 1** each year.

Support staff members are evaluated by their immediate supervisor using the [Performance Evaluation Form \(Non-Instructional Personnel\)](#).

Directors are evaluated by (1) their immediate supervisor, using the [Performance Evaluation Form \(Non-Instructional Personnel\)](#), and (2) their subordinates, using the [Purdue Rating Scale for Directors](#).

The College's Vice President and Deans are evaluated by (1) their Division Chairs and Directors, using the [Purdue Rating Scale for Deans](#), and (2) the President, using the [Performance Evaluation Form \(Non-Instructional Personnel\)](#).

N. Instructor Load and Hours (SBP 608.01)

The standard or normal teaching load for full-time instructors at CVCC shall be 15-16 credit hours, or the equivalent thereof, as determined by the President, within a normal work week consisting of a minimum of 35 hours exclusive of lunch and regularly scheduled breaks. It is expected that full-time faculty members will typically be on