

COMMUNITY COLLEGE OF VERMONT

**STAFF HIRING PRACTICES
POLICY**

*See also:
Non-Discrimination
VSC Personnel Handbook*

**January 20, 2000
Revised January 20, 2011**

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POLICY

In accordance with Vermont State Colleges' policy and procedures, the president of the college will determine when new positions are added to the organization; when and if vacancies will be filled; what the educational and experiential requirements for all positions are; and the recruitment and selection strategies for new positions. The president or a designee has the final authority to offer the position.

PROCEDURES

1. The president of the college is notified of the vacancy by a dean or director.
2. The office of human resources, in consultation with the supervisor and with the president's approval will prepare the announcement and circulate it in accordance with VSC policies.
3. The president may make an acting or interim appointment if the needs of the college so dictate.
4. The selected candidate(s) will be interviewed by appropriate college personnel who then make a hiring recommendation to the president.
5. The president offers a contract for employment to be signed and returned by the successful applicant.
6. Temporary Contracts: The president or a designee will determine the specific guidelines for temporary positions, which may follow the above guidelines to the extent permitted by the situation and needs of the college. Temporary contracts will stipulate the following:
 - a. availability of benefits
 - b. rate of pay
 - c. length of contract
 - d. and any other mutually agreed upon conditions of employment
7. CCV complies with all VSC policies in its hiring practices.