

SECTION 3, COMPREHENSIVE STANDARD 3.2.9

The institution defines and publishes policies regarding appointment and employment of faculty and staff.

JUDGMENT OF COMPLIANCE

Compliant

Partially Compliant

Noncompliant

RATIONALE FOR JUDGMENT OF COMPLIANCE

NGCSU has policies related to the appointment and employment of faculty and staff. All policies are consistent with those set out by the Board of Regents. Section 802.01 of the *Board of Regents Policy Manual* [1] speaks of nondiscrimination in hiring and states:

No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, or handicap be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the Board of Regents of the University System of Georgia or any of its several institutions now in existence or hereafter established (*BOR Minutes*, 1969-70, p. 154; 1979-80, p. 15).

Other information in Section 800 relates to employment benefits and employment conditions [2].

Section 803.0101 [3] of the *Board of Regents Policy Manual* also speaks specifically to the employment of faculty. It states: "Each institution shall publish comprehensive, clearly stated written policies and procedures for the recruitment and appointment of faculty members. These policies and procedures shall conform to guidelines promulgated by the Senior Vice Chancellor for Academic Affairs." Section 803.12 [4] states:

An employment application form shall be completed by each person formally applying for a faculty position in an institution of the University System. The application must be kept on file at the institution concerned. An applicant will be ineligible for employment if he or she has been convicted of a crime involving moral turpitude,

unless the applicant has been pardoned as provided by law (*BOR Minutes*, 1985-86, p. 266).

Section 800 also provides guidelines for the minimum qualifications of faculty, qualifications for faculty in administrative positions, the removal of faculty and numerous other faculty employment policies [5].

Section 302.04 [6] speaks of the Election of Faculty and states:

The Board shall elect all faculty members prior to their initial appointments upon the recommendations of the Chancellor and the president of the appropriate institution. The Chancellor is authorized to approve the appointment of part-time faculty members, other than those faculty members who have previously retired from the University System (*BOR Minutes* 1984-85, p. 76).

The *NGCSU Faculty Handbook* provides information as to the types of faculty employment [7].

The *NGCSU Employee Handbook* provides information related to employment opportunities, employment categories, e.g. regular versus temporary, full-time versus part-time, employee status, and function (staff versus faculty). This handbook can be found on the NGCSU web site under Human Resources [8].

NGCSU policies related to employment of both faculty and staff are found in the *NGCSU Policy and Procedure Manual*. Section 800 [9, p.3] describes the types of employment, and section 801 provides an employment policy that states: "North Georgia College & State University's employment policy is to hire the best qualified applicant for each position without regard to age, sex, religion, race, color, national origin, or disability; and to fill vacant positions from within whenever possible" [10, p.5]. Part II of Section 800 provides the procedure for authorizing the filling of a vacancy, announcing the vacancy, advertisements, applicant screening, offers and notification to applicants, orientation and in-processing and record keeping [11, p.5]. Policy 802 addresses the specific filling of faculty, department head and higher-level administration positions [12, p. 10]. Policy 803 [13, p.17] provides the affirmative action procedure for filling positions.

Document Reference:

Number	DB Num	Document Title	Resource
1		Board of Regents Policy Manual, Section 800: Personnel, Section 802.01: Equal Employment Opportunity	http://www.usg.edu/regents/policymanual/800.phtml
2		Board of Regents Policy Manual, Section 800: Personnel	http://www.usg.edu/regents/policymanual/800.phtml
3		Board of Regents Policy Manual, Section 800: Personnel, Section 803.0101: Recruitment and Appointment	http://www.usg.edu/regents/policymanual/800.phtml#803
4		Board of Regents Policy Manual, Section 800: Personnel, Section 803.12: Faculty Employment Application Forms	http://www.usg.edu/regents/policymanual/800.phtml#803
5		Board of Regents Policy Manual, Section 800: Personnel	http://www.usg.edu/regents/policymanual/800.phtml
6		Board of Regents Policy Manual, Section 300: Academic Affairs, Section 302.04: Election of Faculties	http://www.usg.edu/regents/policymanual/300.phtml#302
7		NGCSU Faculty Handbook, Chapter 4: Faculty Recruitment and Evaluation	http://www.ngcsu.edu/VPAA/Fcltybk/chapter4.htm
8		NGCSU Employee Handbook	http://www.ngcsu.edu/adminsrv/hr/NGCSU%20Employee%20Handbook.pdf
9		NGCSU Policies and Procedures Manual, Policy 800.0: Personnel	http://www.ngcsu.edu/sacs/Reference_Room/documents/NGCSU_documents/NGCSU_Policies_Procedures/HR_PP_Part1.pdf , p.3 in PDF.
10		NGCSU Policies and Procedures Manual, Policy 801: Employment, Section I Policy	http://www.ngcsu.edu/sacs/Reference_Room/documents/NGCSU_documents/NGCSU_Policies_Procedures/HR_PP_Part1.pdf , p.5 in PDF.
11		NGCSU Policies and Procedures Manual, Policy 801: Employment, Part II Procedure	http://www.ngcsu.edu/sacs/Reference_Room/documents/NGCSU_documents/NGCSU_Policies_Procedures/HR_PP_Part1.pdf , p.5 in PDF.
12		NGCSU Policies and Procedures Manual, Policy 802.0: Procedure	http://www.ngcsu.edu/sacs/Reference_Room/documents/NGCSU

Number	DB Num	Document Title	Resource
		for Filling Vacant Positions - Faculty & Department Heads or Higher Level Administration	_documents/NGCSU_Policies_Procedures/HR_PP_Part1.pdf , p.10 in PDF.
13		NGCSU Policies and Procedures Manual, Policy 803.0: Affirmative Action Procedure for Filling Administrative & Faculty Positions	http://www.ngcsu.edu/sacs/Reference_Room/documents/NGCSU_documents/NGCSU_Policies_Procedures/HR_PP_Part1.pdf , p.17 in PDF.