

BROOKDALE COMMUNITY COLLEGE**BOARD POLICY****3.0001****I. Title of Policy**

Staffing/Hiring Policy

11. Objective of Policy

To establish a fair and equitable staffing/hiring process to achieve a highly qualified and competent faculty and staff.

III. Authority

New Jersey Statutes: County Colleges, 18A-64A-12(f) and (g), General Powers of Boards

IV. Policy Statement

Brookdale Community College is an Equal Employment Opportunity/Affirmative Action educational institution dedicated to achieving and maintaining a professional, highly-trained and diverse faculty and staff.

This policy shall be pursued through an unwavering commitment to diversity, not only as a compliance responsibility, but as an active, conscious effort to build and develop diversity within the faculty and staff.

The Board of Trustees has the authority to appoint all personnel employed by Brookdale Community College upon recommendation of the President. Consistent with its policy on diversity and affirmative action, the Board requires that no recommendation be set forth until a comprehensive and impartial recruitment effort has been made to secure fully qualified individuals from a diverse pool of applicants. The Board will be assured by the President that such efforts have been completely carried out, providing opportunity for reasonable choice among qualified candidates.

Full-time hiring for administrative and staff positions will occur at the entry level and at the minimum salary established for the position. The starting salary for faculty hires will be

within the entry level range (typically up to 15%) for the “Instructor” level rank. Some flexibility on establishing a starting salary or initial rank for all full-time positions may be allowed in consideration of market factors and in accordance with the provisions of union agreements. Any request to hire above the entry level rank or minimum salary must be justified and approved by the President prior to any effort to recruit for a position.

It is the obligation of every employee of the College to support this policy by adhering to its tenets and by making conscious and active efforts to understand and embrace our diversity goals.

V. Responsibility for Implementation

President

Approved: Board of Trustees
1/96

Revised: 6/27/96