

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.0001 Staffing and Hiring

I. Title of Policy

3.0001 Staffing and Hiring

II. 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 educational institution dedicated to achieving and maintaining a professional and highly qualified faculty, administration, and staff.

The Board of Trustees has the authority to appoint all personnel employed by Brookdale Community College upon recommendation of the President. When an external search is conducted, 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 broad 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.

Exceptions, although rare, may be made upon recommendation of the President when the unique and/or urgent needs of the College require the immediate appointment of a qualified candidate.

Full-time hiring for administrative and staff positions will occur at the entry level and at the minimum salary established for the position. Some flexibility in establishing the starting salary for full-time administrative and support staff positions may be allowed by the President in consideration of market factors and in accordance with provisions identified in the collectively bargained agreements. Any request to hire above the minimum salary for the band must be justified to and approved by the President prior to any effort to recruit for a position.

The starting salary for faculty hires will be within the entry level range for the “Instructor” level rank or at the minimum salary for Assistant Professor. (**See 3.9007R Staffing of Faculty Positions**)

It is the obligation of every employee of the College to support this policy by adhering to its tenets, embracing our efforts to hire and retain a professional and highly qualified faculty, administration, and staff.

V. Responsibility for Implementation

President

Approved: 1/96

Revised: 6/27/96 and 11/15/12

Approved: Board of Trustees, 04/29/2025