



POLICY TITLE

Posting of Open Positions and Hiring

POLICY NUMBER

2-0203

Responsible Office: Office of Human Resources	Effective Date: 08/23/2024
Responsible Official: Director of Human Resources	Last Reviewed Date: 08/23/2024
Policy Classification: Human Resources	Origination Date: 01/20/2015

I. POLICY STATEMENT

Baton Rouge Community College (BRCC) is committed to recruiting and employing qualified personnel for all its diverse activities, ensuring equal opportunities throughout the selection process without discrimination based on race, color, marital status, sexual orientation, gender identity, gender expression, creed, religion, sex, national origin, age, mental or physical disability, or veteran’s status.

II. POLICY RATIONALE AND SCOPE

This policy establishes the minimum guidelines for BRCC’s hiring process concerning the posting of vacancies and the use of search committees. It applies to all open positions within the College, except those exempted by the Chancellor in accordance with LCTCS policy.

III. POLICY AUDIENCE

This policy is applicable to all BRCC departments and personnel involved in the hiring process, including administrators, faculty, and staff responsible for recruiting and selecting new employees.

IV. POLICY COMPLIANCE

Failure to comply with this policy may result in disciplinary actions, including but not limited to, the invalidation of the hiring process and/or corrective measures enforced by the Office of Human Resources.

V. POLICY DEFINITIONS

Search Committee: A group of individuals tasked with evaluating candidates for a specific position and recommending top candidates to the hiring authority.

Authorized Salary Offer: The salary range or specific amount approved by the Chancellor or designee before extending an offer to a candidate.

Interim Appointment: A temporary appointment made to a position with a defined start and end date, not exceeding one year unless extended by the LCTCS President.

VI. POLICY IMPLEMENTATION PROCEDURES

Posting of Job Openings:

- All regular full-time and part-time vacant positions must be publicized to ensure that qualified employees are aware of promotional or transfer opportunities. Classified openings will be advertised as required by BRCC policy and Civil Service Rules and Regulations.
- Position advertisements and selection criteria will be directly related to the job requirements.
- Positions requiring a search committee must be posted on the BRCC website for a minimum of 10 working days. For positions where a search committee is encouraged, postings must be for at least 5 working days but are encouraged to be for 10 working days if practicable.

Use of Search Committees in Hiring:

- A search committee is required for all full-time faculty positions and administrative positions at the director level or above. It is encouraged for part-time, adjunct, and other positions.
- The committee should include at least three members, reflect the diversity of the community and student population, and include a subject matter expert. The Vice-Chancellor or executive leader, with guidance from the Office of Human Resources, will review and approve the committee's composition.

Authorized Salary Offer:

- The Chancellor or designee will determine the authorized salary offer, and all salary offers must be approved before being made on behalf of BRCC.

Interim Appointments:

- All interim appointments require the approval of the Chancellor and must have a specified beginning and ending date. Movement from an interim appointment to a regular appointment is not guaranteed and is subject to the posting and search committee guidelines.

VII. POLICY RELATED INFORMATION

LCTCS Policy #6.014: Recruitment and Hiring
BRCC Civil Service Rules and Regulations
LCTCS Policy #6.011: Harassment Policy

VIII. POLICY EXCEPTION

Exceptions to this policy may be granted by the Chancellor in cases where it is deemed necessary and in accordance with LCTCS policies.

IX. POLICY HISTORY AND REVIEW CYCLE

This policy shall be reviewed every three years or as required by changes in federal or state laws.

X. POLICY URL

www.mybrcc.edu.

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL



Willie E. Smith, Sr., Ed.D.
Chancellor

08/23/2024

Date
Effective Date of Policy