



POLICY TITLE

Posting of Open Positions and Hiring

POLICY NUMBER

02-0203

Responsible Office: Office of Human Resources	Effective Date: 04/25/2025
Responsible Official: Chief Human Resource Officer	Last Reviewed Date: 04/25/2025
Policy Classification: Human Resources	Origination Date: 01/20/2015

I. POLICY STATEMENT

Baton Rouge Community College (BRCC) is committed to recruiting and employing qualified individuals through a merit-based selection process.

II. POLICY RATIONALE AND SCOPE

This policy establishes minimum guidelines for BRCC’s hiring process, vacancy posting, 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 applies to all BRCC departments and personnel involved in the hiring process, including administrators, faculty, and staff who recruit and select new employees.

IV. POLICY COMPLIANCE

Failure to comply with this policy may result in disciplinary actions, including, but not limited to, 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 evaluating candidates for a specific position and recommending top candidates to the hiring authority.

Authorized Salary Range: The salary range for the position approved by the Chancellor before the vacancy is posted.

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 qualified employees know of promotional or transfer opportunities.
- Classified openings will be advertised according to BRCC policy, and civil service rules and regulations are required.
- Position advertisements and selection criteria will directly relate to the job requirements.
- Positions requiring a search committee must be posted on the BRCC website for at least (10) ten working days. For positions where a search committee is encouraged, posting must be for at least five (5) working days, but is encouraged to be for ten (10) working days if practicable.

Use of Search Committees in Hiring:

- A search committee is required for full-time faculty 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. With guidance from the Office of Human Resources, the Vice-Chancellor or executive leader will review and approve the committee's composition.

Authorized Salary Range:

- The Chancellor or designee will authorize the salary range for all vacant positions before a vacant position is posted.

Interim Appointments:

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

VII. POLICY-RELATED INFORMATION

[LCTCS Policy #6.032: Recruitment Policy](#)

[LCTCS Policy #6.011: Prohibition and Prevention of Harassment, Discrimination, and Retaliation Policy](#)

VIII. POLICY EXCEPTION

The Chancellor may grant exceptions to this policy in cases 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



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

04/25/2025

Date
Effective Date of Policy