



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	Hiring of Personnel
<i>Board Policy Number:</i>	BP 2.02
<i>Adoption Date:</i>	10/21/81
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	6/26/14, 7/21/15, 11/13/19, 5/8/24
<i>Revision Date(s):</i>	2/27/12, 6/26/14, 2/5/20, 5/8/24
<i>Sponsoring Unit/Department:</i>	Chancellor / Human Resources
<i>Motion Number:</i>	2710, 2711
<i>Legal Reference:</i>	A.R.S. §15-1444 and 1445
<i>Cross Reference:</i>	

The Governing Board directs the Chancellor to establish standards to ensure that Pima Community College employs qualified faculty, staff, and administrators.

The Chancellor or designee shall adopt administrative procedures for the selection of employees. The goals of the selection process shall be to fill positions with qualified individuals in a timely manner, to ensure equal employment opportunities, and to promote diversity in the College workforce. All new hires shall conform to these administrative procedures.

The Chancellor shall make recommendations to the Board for authorization of a new job type within a classification to be filled at the College and for the allocation of budget amount to fund a position(s) within the new job classification. The Chancellor’s recommendation shall include at least the following information: job classification title, job description listing of essential job functions, salary range, and justification of need. The Chancellor or designee is authorized to fill positions approved and funded by the Board or approved and funded through the acceptance of a grant.

The names of individuals hired by the College for faculty and staff positions

classified at the director level or higher shall be submitted to the Board as an information item at the first possible regular Board meeting following the date of hire. The report to the Board shall also include title, rate of pay, start date, degree(s) obtained including field of study, and years of relevant experience.

The Governing Board recognizes that from time to time, the College needs to fill vacancies on a temporary basis as a result of an immediate need, sabbatical leaves, leaves of absence, or other circumstances. Temporary assignments may be filled on an acting or interim basis. When an incumbent permanently vacates a position, a temporary assignment shall be limited to the shortest period necessary to fill the position on a regular basis. Temporary assignments are not included as an information item.