

NUNEZ COMMUNITY COLLEGE
SUBJECT:

Employment Procedures for Full-Time, Benefits Eligible Unclassified Faculty & Staff

POLICY STATEMENT

All full-time, benefits eligible employees of Nunez Community College are at-will employees, who serve at the pleasure of the Board of Supervisors of the Louisiana Community and Technical College System and the Chancellor of the College.

The Office of Human Resources is responsible for the employment process for all full-time, benefits-eligible employees of Nunez Community College (Nunez). The Louisiana Community and Technical College System Board of Supervisors requires all employment to be made contingent upon Board approval. Exceptions to this are made at the discretion of the Chancellor.

Each individual who applies for employment at Nunez as a full-time, benefits-eligible unclassified faculty or staff member of the College must provide documentation of the required credentials before an official offer of employment may be extended by the Office of Human Resources. All teaching faculty members must meet or exceed the professional and educational requirements of the Southern Association of Colleges and Schools, Commission on Colleges, and must provide the College the required academic credentials in accordance with the College's policy on Professional and Educational Requirements for Faculty. All unclassified staff must meet the established requirements of the position and must provide the College documentation of the required credentials. In addition, unclassified faculty and staff members of Nunez must complete the appropriate orientation process and submit all required employment paperwork to the Office of Human Resources in accordance with the procedures outlined in this policy.

PROCEDURES & SPECIFIC INFORMATION

- 1. Purpose** – The purpose of this policy is to publish procedures for appointing full-time, benefits-eligible unclassified faculty and staff members of Nunez Community College.
- 2. Scope and Applicability-** This policy and related procedures applies to the following positions: 9-month faculty, 12-month faculty, academic support staff (9- and 12-month), unclassified staff, grant employees (9- and 12-month) who are in positions comparable to teaching faculty or unclassified staff, and administrators (with or without faculty rank).\
- 3. Employment and Payroll Documents for New Unclassified Faculty and Staff Appointees** – Each individual who has accepted an offer of employment from Nunez Community College as a full-time, benefits-eligible unclassified faculty or staff member of the College must complete the required documentation and provide the appropriate information to Human Resources prior to hiring.

Upon acceptance of employment, new employees will be given a date of employment and must report directly to the Office of Human Resources for orientation and to submit all required employment paperwork. Failure to follow these procedures may result in the faculty or staff member not receiving a paycheck or the benefits to which he/she may be entitled in a timely manner.

4. Responsibilities –

- A. **The individual** being offered employment is responsible for submitting the necessary academic, professional, and employment documentation required for the position. (Faculty members must submit documentation of the credentials in accordance with the College's policy on Professional and Educational Requirements for Faculty.
- B. **The Dean/Director or other supervisor** of the hiring division/department ensures all required application documents are submitted to the Executive Officer within his or her department to verify completion of documentation prior to the official offer of employment through Human Resources.
- C. The Office of Academic Affairs, through the auspices of **the Vice Chancellor for Academic Affairs**, is responsible for the academic credentials verification process of all faculty members in accordance with the policy on Professional and Educational Requirements for Faculty.
- D. The **Office of Human Resources**: 1) extends the official offer of employment to the individual following submission of all required application documentation; 2) provides for orientation sessions and the opportunity for completion of all required employment documentation; and 3) maintains the official personnel file for all employees of Nunez Community College.