



Louisiana Community and Technical College (LCTC) System

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Richard Nelson, President
Tim Hardy, Board of Supervisors Chair

TO: Richard Nelson
LCTC System President

THROUGH: Tommy Screen
General Counsel 

FROM: Gena Doucet 
Chief Human Resources and Development Officer

DATE: October 14, 2026

SUBJECT: Review and Advisement: Revisions to LCTC System Policy #6.032 - Recruitment Policy

FOR REVIEW AND ADVISEMENT

Recommendation: Staff recommends that the LCTC System Board of Supervisors accept for review and advisement the attached revisions to LCTC System Policy #6.032 - Recruitment Policy.

Background: The revisions narrow the policy to unclassified staff and faculty, shifts several decisions from the LCTC System level to each institution's Appointing Authority, and streamlines internal transfers and emergency/interim appointments. The effect is a leaner policy that sets minimum standards and gives the Appointing Authority at each college more flexibility and the ability to more quickly respond to filling vacant positions.

Fiscal Impact: None

History of Prior Actions: This policy was originally adopted October 13, 2004 and was last revised April 9, 2025.

Benefits to the System: With the current expectations of producing more graduates quickly, there is an additional expectation to recruit and fill faculty positions quickly to meet the needs and goals of the LCTC System and its colleges. This change allows the Chancellor (the Appointing Authority) more flexibility to move quickly in all future hires.



Approved for Distribution to the Board
Richard Nelson

Received
APPROVED
10/14/26
LCTCS BOARD OF SUPERVISORS 

10/14/26

Date

LOUISIANA COMMUNITY & TECHNICAL COLLEGES SYSTEM
SYSTEM

System Policy #6.032

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Title: UNCLASSIFIED ~~unclassified~~ RECRUITMENT ~~Teeruitment~~
Policy RECRUITMENT POLICY

Authority: Board Action

Original Adoption: 10/13/04
Effective Date: ~~04/09/2025~~ TBD
Last Revision: ~~TBD~~ 04/09/2025

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I. PURPOSE

The ~~Louisiana Community and Technical College System (LCTC System)~~ is committed to the recruitment and hiring of exceptional ~~unclassified staff and faculty and staff who exemplify the best talent available~~ and ~~The LCTC System is committed to~~ ensuring that all internal and external qualified candidates receive full and fair consideration during the screening and hiring process ~~in compliance with federal laws in accordance with applicable federal and Louisiana state laws and the LCTC System policies.~~ Towards that end, external job postings and broad search parameters are encouraged whenever feasible and appropriate. We also respect the commitment and service of the current ~~unclassified staff and faculty and staff~~ and encourage their participation in all opportunities for advancement ~~at~~ within the LCTC System.

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II. POLICY

The intent of this policy is to establish minimum ~~recruitment~~ selection and search committee guidelines ~~for all Louisiana Community and Technical College System (LCTCS) institutions for unclassified staff and faculty positions within the at all LCTC System and its member colleges Louisiana Community and Technical College System (LCTCS) institutions in the recruitment process. All unclassified hiring decisions are subject to the review of the LCTCS Board of Supervisors. This policy does not apply to classified positions governed by Louisiana State Civil Service.~~

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III. SEARCH COMMITTEE

~~A. A. Required for the following positions: A. Unless otherwise authorized by the applicable Appointing Authority, a search committee is required for the following positions:~~

- ~~1. LCTC System President~~
- ~~2. Chancellors positions~~
- ~~3. All administrative positions at Director Level or above~~
- ~~4. All Full-Time Faculty positions~~

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~~B. B. Not required but encouraged for the following positions:~~

- ~~1. Part-Time and Adjunct positions~~

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1. ~~2.~~ All ~~Other~~ Unclassified positions

C. ~~C.~~ Composition of the Search Committee

1. ~~1.~~ Comprised of no less than three members
1. ~~2.~~ Reflect the community and the student population
2. ~~3.~~ At least one member will be a Subject matter experts with and knowledge of the discipline

D. ~~D.~~ Duties of the Search Committee

1. ~~1.~~ Interview candidates Review and interview qualified candidates referred for consideration using established job-related criteria.
1. ~~2.~~ Provide candidate recommendations to the hiring authority
2. ~~3.~~ The committee is encouraged to recommend for further consideration no less than three unranked candidates to the hiring authority

IV. HUMAN RESOURCES

A. ~~A.~~ Duties of Human Resources (Appropriate Institution HR)

1. ~~1.~~ Alone or in conjunction with academic experts, HR is responsible for receiving and screening application materials to ensure that candidates meet minimum qualifications and credentials.
1. ~~2.~~ HR or the hiring department may then further screen the applicant pool that meets minimum qualifications to obtain a pool of highly-qualified candidates meeting preferred qualifications.
2. ~~3.~~ The pool of screened candidates will be forwarded to the search committee for their review.
3. ~~4.~~ HR or the hiring department will develop a standard set of questions to be asked of all candidates interviewed.

V. JOB POSTING

A. Unless otherwise authorized by the applicable Appointing Authority, LCTC A-System President and College Chancellor Positions:

1. ~~1.~~ Require posting in a minimum of two online publications such as a newspaper, or national higher education publication, or a combination thereof
1. ~~2.~~ Require posting to the institution's and LCTC System's websites
2. ~~3.~~ Shall be posted for at least 10 calendar days

B. All Other Unclassified Positions:

1. ~~1.~~ Are to be posted externally and/or internally, as defined by the institution. Unless otherwise authorized by the applicable Appointing Authority, full-time positions are to be posted externally and/or internally, as defined by the institution.

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~~1. Part-time positions may be posted if desired.~~

~~2.~~

~~2. 2. The advertisement must be posted on the institution's website for no less than seven (7) calendar days.~~

~~3.~~

~~4. 3. All applications must be accepted, reviewed and considered. All timely and properly submitted applications must be reviewed and considered.~~

C. Internal Transfers within the Same Institution

Internal transfer within the same college, or within the LCTCS Board Office, may be made of an ongoing employee in a regular position into another position within the same institution without posting that position as long as the transfer is without an increase in pay and the employee meets the minimum qualifications of the new position.

D. Transfers from One LCTC System Entity to Another

A transfer from one LCTC System entity of an active employee in a regular position into another position at a different LCTC System entity without posting that position may be made as long as the transfer is without an increase in pay, the employee meets the minimum qualifications of the new position, and both the giving and the receiving Appointing Authority approve the action.

VI. EMERGENCY / INTERIM APPOINTMENTS

A. All emergency/interim appointments require the approval of the institutional Appointing Authority (i.e. Chancellor of the College or LCTCS President).

B. All emergency/ interim appointments must have an identified beginning and ending day for the appointment.

C. The length of time of an emergency/ interim appointment shall not exceed one year, unless otherwise approved by the LCTCS President. Continuing to appoint the same individual to emergency/interim appointments, even if to different positions, may be viewed as an effort to circumvent this policy and should be discussed with the LCTCS President, receive approval, and be reported to the LCTCS Board of Supervisors.

D. An emergency appointment should be used only to temporarily replace an employee on extended leave, to address an emergency, or to temporarily fill a critical position.

E. Movement from an emergency/ interim appointment to a regular appointment is not guaranteed. A regular appointment is subject to the posting and search committee guidelines as outlined in this policy.

VII. EXCEPTIONS

Requests for exceptions to this policy may be submitted to the LCTCS President for approval along with specific and compelling written justification. Requests for exceptions to requirements of this policy that are outside the authority of the institutional Appointing Authority may be submitted to the LCTC System President for approval along with specific and compelling written justification.

VIII. References

Policy 6.009 Nepotism

Policy 6.022 Equal Opportunity

Policy 6.023 Americans with Disabilities

Policy 6.036 Background Checks for All New Employees

Policy 6.040 Personnel Actions by Acting/Interim or Exiting Chancellors or Directors

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Signature: Gena Doucet

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Review and Advisement LCTC System Policy

6.032 - Recruitment Policy

Final Audit Report

2026-10-07

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