

# NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

## SECTION 7– HUMAN RESOURCES SUBSECTION 71 – HIRING

**POLICY NUMBER: BP – 7110**

### **HIRING PROCESS**

#### **1. POLICY REASON/PURPOSE/INTENT**

To establish a policy on college hiring processes.

#### **2. DEFINITIONS**

N/A

#### **3. POLICY**

- 3.1 The Board of Governors shall employ, for a period to be fixed by the Board, administrative officers, faculty, professional/managerial and classified employees as may be necessary or appropriate and fix their salaries and duties as provided in Chapter 85 of the Nebraska Statutes. The College shall pursue an active recruitment and selection process to assure the availability of qualified applicants to meet its employment needs.
- 3.2 The Board shall be responsible for the recruitment, selection and employment of the College president.
- 3.3 The Board pursuant to BP-2610 has delegated to the President or his/her designee the responsibility and authority for the recruitment, selection and employment of all full-time and part-time employees including administrators, faculty, professional/managerial and classified employees.
- 3.4 The President or his/her designee shall inform the Board of Governors of all employment actions of full-time and part-time employees on a monthly basis.

#### **4. APPLICABILITY**

N/A

**EFFECTIVE DATE:** 1/12/2017

**ORIGINAL ADOPTION DATE:** 11/14/1974 (item #0719 – Code 2020); 06/18/1992 (item #6220 – Code 2020); 01/10/1974 (item #0443 – Code 4010); 05/18/1989 (item #5243 – Code 4010); 05/12/1994 (item #6839 – Code 4010); 05/18/1989 (item #5243 – Code 4020); 12/08/1994

(item #7053 – Code 4020); 03/12/1998 (item #8267); 03/09/2006 (item #9853); 08/08/2013  
(item #11300); 06/10/2014 (item #11444)

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** 06/12/2014  
(item # ); 1/12/2017 (item#11979)

**PRIOR POLICY/PROCEDURE NUMBER:** 4009

**SCHEDULE FOR REVIEW:** 2022

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RESCINDED DATE:** none

**LEGAL REFERENCE:** none

**CROSS REFERENCE:** none

**PROCEDURE(S) FOR POLICY:** AP-7110.0; AP-7110.1; AP-7110.2

**RELATED POLICIES/REFERENCES:** none

**POLICY KEY WORDS:** hiring