



Approval Date: 09/21/19
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ADMINISTRATIVE RULE

Rule Number/Name:	070.022.000 – Minimum Qualifications and Equivalencies
Responsible Department:	Human Resources
Authority:	Executive Director of Institutional Effectiveness

Overview

Faculty who meet the hiring guidelines for the college according to the State of Oregon and the Northwest Commission on Colleges and Universities (NWCCU) will be approved to teach courses at the college. All faculty position announcements will state the required qualifications.

Staff who meet the hiring requirements set forth in the recruitment posting and job description will be approved for hire at the college.

The vice president of instructional services (VPIS), instructional deans, and human resources personnel will follow the established hiring guidelines when approving faculty to teach at the college.

Human resources, program vice presidents and directors will follow hiring guidelines when approving staff to work at the college. All staff hires will be approved by the president prior to an offer being extended.

The president may grant a provisional approval for a faculty to teach a course upon recommendation from the VPIS when the college has been unable to identify or hire a person with the required qualifications. The recommendation must indicate why the person is qualified to teach through work experience and skills or other teaching experience.

Applicability

Faculty and staff

Administrative Rule Statement

Faculty

The minimum requirements for approval to teach a lower division college transfer course are the following:

- Master's degree in the subject area; or
- Master's degree in a related area plus 24 graduate hours of credit in the subject area; or
- Demonstrated competency in the field.

The minimum requirements for approval to teach a developmental education course are the following:

- Master's degree in an appropriate educational field (e.g. special/developmental/adult education, reading, math, English) and
- Recent experience working with disadvantaged students;
- ESOL also requires TESOL certification, or demonstrated competency in the field.

The minimum requirements for approval to teach a career/technical education course are the following:

- Master's degree in the subject area and three (3) years recent, full-time, nonteaching experience in the field; or
- Master's degree in a related area plus 24 graduate hours of credit in upper division coursework in the subject area, and three (3) years recent, full-time, non-teaching work experience in the field; or
- Bachelor's degree in the subject area and four (4) years recent, full-time, nonteaching work experience in the field; or
- Bachelor's degree in a related area, plus 24 hours upper division coursework in the subject area, plus four (4) years recent, full-time, non-teaching work experience in the field; or
- Associate of Applied Science (AAS) degree in subject area or professional education plus five (5) years recent, full-time, non-teaching work experience in the field, or demonstrated competency and/or qualifications set by licensing organization in the field.

(Supportive documentation as established by the department chair, and approved by the instructional director and VPIS must be included in the faculty file).

Instructors for adult continuing education classes and contracted training will be hired at the discretion of the adult continuing education coordinator. Credentials in the areas of work experience, years of teaching adults, and expertise in the field will be considered.

Instructors in all subject areas in which academic credentials are required shall have completed their education at institutions accredited by commissions associated with or similar to the Northwest Commission on Colleges and Universities.

Department chairs may recommend alternative or additional qualifications, e.g. professional registration or familiarity with special equipment, processes, or computer software, for consideration and approval by the VPIS.

Staff

Job descriptions will contain the minimum qualifications and experience required and or preferred for each position. Where indicated and combination of education and experience may be used to meet qualifications. Approval from the president is required to waive any requirements set forth in the job description.

Definitions

1. ESOL: English speakers of other languages
2. TESOL: Teacher of English to speakers of other language

Applicability

Staff and faculty

Interpretation of Administrative Rule

Vice President of Instructional Services and Executive Director of Institutional Effectiveness

References:

ORS 341.535
OAR 589-008-0100 (Personnel Policies)

Further Information

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ADMINISTRATIVE RULE

Rule Number/Name:	070.024.000 – Recruitment and Hiring
Responsible Department:	Human Resources
Authority:	Executive Director of Institutional Effectiveness

Overview

Columbia Gorge Community College is committed to employ, in its best judgment, the best qualified candidates for approved college positions while engaging in recruitment and selection practices that comply with all applicable employment laws. It is the policy of CGCC to provide equal employment opportunity for employment to all applicants and employees.

The appropriate authorization is required to initiate any action for an open position, including any recruitment efforts, advertising, interviewing and offers of employment, and is required to extend any offers of employment to any candidate.

The HR department is responsible for the overall management of the recruitment and selection processes, including employment-related agency relationships, contract negotiations and maintenance, and the processing of new requisitions, offers and employees.

Applicability

Staff and faculty

Administrative Rule Statement

Recruitment Process

1. The hiring supervisor/manager submits a request to fill a vacant position or create a new position.
2. The HR department will seek the appropriate approvals from the Vice President of the department and the President.

3. The HR department will contact the hiring supervisor to determine the most cost-effective methods of recruitment and selection.

Potential recruitment sources include:

- Newspaper advertising.
- Internet advertising.
- Retained agency search.
- Temporary agency.

4. The HR department will submit candidate application to the hiring supervisor/manager. The hiring committee will use proper screening documents to identify the most appropriate candidates for interviewing.

5. The HR department or hiring manager will schedule the candidates for interviews.

Selection Process

This process applies for external hires only.

1. Hiring managers are responsible for conducting timely, effective interviews of qualified candidates for open positions. The HR department will advise hiring managers on interview techniques and final candidate selection. All external candidates to be interviewed must first complete a CGCC employment application. Internal applicants need to complete a Letter of Interest and Resume.
2. The HR department will conduct reference checks and background checks, if applicable on the selected final candidate(s).
3. Upon the selection of the final candidate, the hiring manager and the HR department will collaborate to develop an appropriate offer of employment (including position title, compensation, etc.). Final approval needs to be obtained from the President.
4. Human Resources will extend the verbal offer of employment to the candidate selected. The HR department will prepare a written offer of employment for the candidate.
5. Final start date for employee should be no sooner than one week, unless otherwise approved, to ensure complete set up of new hire process.

At all steps in the screening and interview process the college will maintain compliance with federal and state laws including Veteran's Preference (ORS 408.225 to 408.237).

Interpretation of Administrative Rule

Executive Director of Institutional Effectiveness

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Columbia Gorge Community College is an equal opportunity educator and employer.

References:

NWCCU Standard 2.B.1

Further Information

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