



7100 – Commitment to Diversity

Columbia Gorge Community College is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success and committed to an inclusive, anti-racist campus culture. Columbia Gorge Community College recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. Columbia Gorge Community College is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates and create an academic and employment environment to support these goals

Legal Reference(s):

1. ORS 350.375

7120 – Recruitment and Hiring

The Board of Education places the responsibility for all personnel selection and termination upon the President. It is the President’s responsibility to do the hiring and dismissals, or to delegate these duties to members of the staff.

Standards for faculty selection will be based on the most recent Accreditation Handbook published by the Commission on Colleges and Universities of the Northwest Association of Schools and Colleges.

Legal Reference(s):

1. NWCCU Standard 2.B.1

7200 – Employee Classifications

ACADEMIC EMPLOYEES –

Are all persons employed by Columbia Gorge Community College in academic positions.

Faculty members are those employees who are employed by Columbia Gorge Community College in academic positions that are not designated as supervisory or management.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the CGCC Collective Bargaining Agreement.

Columbia Gorge Community College may employ temporary faculty from time to time as required by the interests of the College. Temporary faculty may be employed full time or part time. The Board of Education delegates authority to Instructional Services to determine the extent of the College's need for temporary faculty. Columbia Gorge Community College will comply with any limits on temporary employment of academic employees found in state law.

NON-ACADEMIC EMPLOYEES –

Are those who are employed in positions that are not academic positions.

The Board of Education shall fix and prescribe the duties of the members of the non-academic service. (See PB 7110, Delegation of Authority)

The President shall establish procedures to assure that the requirements of state law and regulations regarding the non-academic service are met.

CONFIDENTIAL EMPLOYEES –

Are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the President. Such terms and conditions of employment shall include, but not limited to, procedures for evaluations, and rules regarding leaves, transfers, and reassignments.

EDUCATIONAL ADMINISTRATORS –

Are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of Columbia Gorge Community College.

Educational Administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the President and shall further be entitled to health and welfare benefits made available.

Educational Administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and other College Administrative Rules.

NON-ACADEMIC SUPERVISORS AND MANAGERS –

Are administrators who are not employed as education administrators.

Non-academic managers are those non-academic administrators, regardless of job description, having significant responsibilities for formulating College policies or administering College programs other than the educational programs of Columbia Gorge Community College.

If a non-academic administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to the educational administrators.

Non-academic administrators may be employed in the same manner as the other members of the non-academic services. If a non-academic administrator is employed as a regular member of the non-academic service, employment shall be consistent with other provisions of these policies regarding employment of non-academic employees.

Legal Reference(s):

1. NWCCU Standard 2.B.4, 2.B.5, 2.A.11
2. ORS 243.650

7310 – Nepotism

Columbia Gorge Community College does not prohibit the employment of a relative or member of household of a current employee of the college, with the exception that a college employee acting in their official capacity may not supervise a person who is a relative or member of household. In addition, a college employee may not participate in personnel decisions relating to a relative or member of household. These restrictions do not apply to unpaid volunteer positions with Columbia Gorge Community College.

Personnel decisions include appointment, employment, promotion, discharge, firing, or demotion of the relative or member of the household, and include participation in any interview, discussion, or debate related to these personnel decisions.

Relative means spouse, parents, step-parents, children, siblings, step-siblings, sons-in-laws, daughters-in-laws, individuals whom the employee has a legal support obligation, or anyone for whom the employee provides benefits arising from their employment. This definition applies to both the employee and the spouse of the employee.

Member of household means any person who resides with the employee.

Columbia Gorge Community College will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, Columbia Gorge Community College retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place a relative or member of household in the same department, division, or facility. Columbia Gorge Community College retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

Legal Reference(s):

1. ORS 244.175 to 244.179

7350 – Resignations

A resigning employee shall deliver a hand written or emailed notice of resignation to the Human Resources Office.

An employee may resign in good standing with Columbia Gorge Community College by providing a minimum of two calendar week’s written notice. The President shall have the authority to accept this resignation on behalf of the Board of Education and the College, and shall be final upon receipt by the President. The resignation shall be effective as of the date specified in the notice. The President and Human Resources must approve any exception to this procedure.

The Board of Education hereby delegates to the President the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board of Education when accepted in writing by the President. When accepted by the President the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board of Education for information.

Columbia Gorge Community College, through its Human Resources staff, will encourage employees to participate in an exit interview when resigning.

Resignation Report

The President shall provide the Board of Education, when requested, with a report regarding employee resignations. This report must disaggregate employee resignations by race, age, gender, gender expression, gender identity, or any other characteristic identified by the Board of Education. The report will include reasons or comments by employees during their exit interview.

Legal Reference(s):

1. Delegation authority is provided in ORS 341.290



Approval Date: 09/21/19
Effective Date: 09/21/19
Last Revised:

ADMINISTRATIVE RULE

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|--------------------------------|---|
| 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

070.024.000/Recruitment & Hiring

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

References:

NWCCU Standard 2.B.1

Further Information

Executive Director of Institutional Effectiveness
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