**BLUEFIELD STATE COLLEGE**

**BOARD OF GOVERNORS**

## POLICY NO. HR-713:  RECRUITMENT AND HIRING POLICY SECTION 1. GENERAL

1.1 Purpose: The purpose of this policy is to assure that Bluefield State College employs the highest quality of faculty, staff and administrators to accomplish its mission.

1.2 Scope: This policy establishes the hiring procedures of faculty, non-classified employees and classified employees for regular positions within Bluefield State College.

## SECTION 2. HIRING PROCEDURES

2.1 Because the success of Bluefield State College is directly dependent on the quality of its employees, the recruitment and hiring for all positions at Bluefield State College, below that of the President, shall be the responsibility of the President who is responsible to the Board of Governors for the success of the College. The President or his or her designee shall retain the sole responsibility for the hiring of the College's full and part-time employees in compliance with state and federal hiring requirements.

2.2 The President shall by executive order issue a procedure or procedures for the hiring of all full-time and part-time regular vacancies to provide Bluefield State College the most qualified person for each position while promoting equal employment opportunity to all qualified individuals. Such hiring procedures may vary between different types of positions, and may exclude such types of positions as employees who report directly to the president, adjunct faculty, visiting faculty, interim positions, temporary employees, independent contractors, casual employees, and student employees. Such procedures shall not preclude the President or his or her designee from promoting an interim position to a fulltime position or from affirmatively recruiting a qualified person for a position.

2.3 Procedures - Relevant hiring procedures, resources and forms shall be posted electronically on the Bluefield State College, Office of Human Resources website.

Effective Date: November ___, 2020.