Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Personnel Appointment
Department	President's Office
Policy Editor	President
Request Type	New ☐ Amended ☐ Removed ☐ Reviewed ☑

OBJECTIVE (Briefly state your purpose.)

The policy was reviewed along with other policies to better align the five year review cycle and was last reviewed on 3/1/2015. These guidelines on policy development and management are intended to promote the appointment, employment and evaluation of full-and part-time faculty and staff to include administrators, who possess sufficient qualifications to maintain operations and support the College's mission

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

BOR Policy - 2.6.1 Executive Head of Institution; 2.6.3 Personnel Policies (https://www.usg.edu/policymanual/) . The GSC Policy website https://www.gordonstate.edu/documents/departments/institutional-effectiveness/personnel-appointment-policy-form.pdf

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

This policy will be posted to the Gordon State College Policy website and communicated in accordance with GSC Policy.

Authorizations

Dean or Supervisor Signature and Date: _____

Cabinet Sponsor (VP) Signature and Date: Kirk A. Nooks Digitally signed by Kirk A. Nooks Date: 2021.05.14 11:33:56 -04'00'

President Signature and Date: Kirk A. Nooks Digitally signed by Kirk A. Nooks Date: 2021.05.14 11:34:12 -04'00'

***Policy Template must be submitted with this form.**

Policy Number: To Be Determined

Policy Title: Personnel Appointment

POLICY:

Gordon State College publishes clearly defined policies and procedures regarding the appointment, employment and evaluation of full-and part-time faculty and staff to include administrators, who possess sufficient qualifications to maintain operations and support the College's mission. These processes, established in accordance with Board of Regents' policies and administered by the College's Department of Human Resources and the Vice President for Academic Affairs, are widely disseminated and periodically reviewed.

PROCEDURE:

Hiring information is available on https://www.gordonstate.edu/departments/human-resources/manager-resources/index.html to include the following:

GSC Hiring Guide - Faculty and Staff
Hiring Flowchart - Staff
Hiring Flowchart - Faculty
Interview Log - Faculty and Staff
Staff Employment Offer Worksheet

*Policy Approval Form must be submitted with this form.