

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Hiring Procedures****EFFECTIVE DATE: October 1, 2013; Revised September 1, 2021; October 5, 2026****Purpose**

The purpose of this policy is to establish fair, consistent, and nondiscriminatory procedures for recruiting, screening, selecting, appointing, promoting, and transferring qualified applicants and employees for positions at Southwest Tennessee Community College ("Southwest" or "the College"), consistent with applicable law, as well as Tennessee Board of Regents (TBR) policies and guidelines.

Scope

This policy applies to the recruitment and hiring of regular faculty and staff positions and adjunct faculty positions expected to continue beyond one (1) semester. It does not apply to College work-study positions. Faculty appointments remain subject to applicable TBR and College faculty appointment policies.

Policy Statement

Except as otherwise authorized by applicable TBR or College policy, vacant, added, and newly created positions must be posted before they are filled. The President may make an exception. Non-Faculty promotions and transfers involving a vacant position will be processed under this procedure. Reclassifications based on a material change in an employee's existing duties will be processed under the applicable compensation and personnel procedures.

Southwest will provide equal employment opportunity and will not discriminate against any employee or applicant for employment because of race, color, religion, creed, ethnic or national origin, sex, disability, age, status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law. The College will comply with applicable federal and state law and TBR [Policy 5.01.02.00](#), Equal Employment Opportunity, and related TBR policies and guidelines.

Recruitment Procedures

Hiring managers seeking to fill a vacant, added, or newly created position must submit the position request through the College's designated applicant tracking system with the assistance of the Office of People and Culture. All required budgetary, organizational, and administrative approvals must be obtained, and the Office of People and Culture Recruiting Specialist or qualified People and Culture representative must review and approve the request before the position is posted. Positions requiring approval by the President, TBR Chancellor, or designee may not be offered until all required approvals are complete.

Position postings will fall into one of the following categories:

- **Department Only-** must be actively employed as regular full-time or regular part-time employee within the posting department. This category of posting will only be used to fill opportunities for promotion resulting from departmental reorganizations or position reclassifications when there are no vacant positions in the department and no additional positions being added to the department.

- Internal - must be actively employed as regular full-time or regular part-time employee at the College.
- External - open to all qualified individuals, including current employees.

Application Deadlines -Posting periods will be established by the Office of People and Culture according to the position, recruitment needs, and applicable TBR and College requirements. The standard external posting period for faculty and staff positions is thirty (30) calendar days unless the Office of People and Culture approves a different period. The standard internal posting period is three (3) to five (5) business days. Applications will be accepted only for announced openings and must be submitted by the stated deadline. People and Culture may begin reviewing applications before the closing date when the posting so states.

Advertising- All job openings are advertised on Page Up. Departments may decide, based on funding, to advertise positions externally, i.e., journals, magazines, etc. with final approval from People and Culture.

Screening/Interviews-The hiring supervisor and, when required, the screening committee will evaluate applicants using job-related criteria stated in the posting and will identify candidates for interview. People and Culture must review the proposed interview pool before invitations are issued. Interviews may be conducted in person or by approved virtual means. No employment offer may be made until the required reviews, approvals, and pre-employment steps have been completed.

A Screening Committee must be appointed and approved for all faculty, administrative, and professional positions. The Screening Committee will be formed at the beginning of the screening process. The members of the committee (a minimum of three (3) people including the chairperson) will be selected by the hiring administrator and approved by People and Culture. The hiring supervisor may serve as the chairperson.

Screening Committee members must be qualified, fair, and a good representation of the College. The Office of People and Culture can answer questions regarding committees. All members must be present or access recorded interviews in order to remain on the committee and provide feedback. The final recommendation of the committee must be based on the assessment of the committee members.

Review Southwest Policy [5:00:00:00/41](#), Code of Conduct, for more information regarding Screening Committees.

References and Background Checks -The hiring official will complete and document reference checks for the finalist or recommended candidate. People and Culture will coordinate any required background check and other pre-employment verification. All disclosures, authorizations, investigations, notices, and decisions will comply with the Fair Credit Reporting Act, applicable law, and College procedures.

Hiring Recommendations -At the conclusion of the screening process, the hiring manager will submit the recommendation and supporting documentation to People and Culture. Finalists for Director-level positions, including Chairpersons, and above will be reviewed by the President, at the President's discretion, before a final selection is approved. Appointments requiring TBR Chancellor or designee approval under TBR Policy [5.01.00.00](#) may not proceed to an offer until that approval is obtained.

Compensation -Salaries for new hires and existing employees will be established in accordance with current compensation practices as implemented by People and Culture.

Job Offer -After all required approvals are obtained, People and Culture is the only office authorized to extend the official offer of employment and will provide the successful candidate with the applicable appointment letter or notice. Unsuccessful candidates will be notified through the College's authorized process. No College employee may negotiate compensation or make an oral or written employment commitment without prior the Office of People and Culture approval.

In the event the offer is rejected, the Office of People and Culture will notify the Screening Committee Chairperson who will then either select another candidate or restart the selection process as outlined in this policy.

All offers of employment are contingent upon satisfactory completion of required background checks and credential, employment, and education verifications, including receipt of official transcripts when required for the position.

Current Employees' Eligibility to Apply for Openings – Any employee who wishes to apply for other College positions may do so except in three (3) cases:

1. The employee received a letter of reprimand within six (6) months of the closing date of the posting.
2. The employee has current behavior or performance deficiencies.
3. The position is posted internally by another department, and the employee has not completed at least six (6) months continuous service in the employee's current position.

Application Process - Current employees will follow the same application process as described in the Recruiting Procedures.

Notice to Department - All employees who accept other positions with the College must give their current supervisor at least two (2) weeks' notice, although preferably administrative/professional employees will give one-month notice. The supervisor, at their discretion, may waive the notice requirement.

General Information

New Employee Orientation -All regular, full-time employees and regular part-time and student employees must attend a New Employee Orientation during which College policies, practices, expectations, and benefits are explained. Benefits enrollment, if applicable, is administered during this orientation.

Nepotism - Employment of relatives will be governed by TBR Policy [5.01.00.06](#), TBR Guideline [P-090](#), and Southwest Policy [5:01:02:00/28](#). Relatives may not be placed in the same direct line of supervision when one relative is responsible for supervising the job performance or work activities of another. If a prohibited relationship arises after employment, the College will use transfer, supervisory reassignment, recusal, or other appropriate action to remove the conflict. "Relative" has the meaning stated in the corresponding TBR and Southwest policies.

Contract -Newly hired employees will receive and acknowledge the appropriate appointment letter or employment notice through the Office of People and Culture. Staff employees are employed on an at-will basis unless a written employment contract is expressly authorized under TBR Policy [5.01.00.00](#). Faculty appointment documents will conform to applicable TBR and College policies and to the forms or requirements in TBR Guideline [P-010](#).

Source of Policy: Human Resources

Responsible

Administrator: VP of People & Culture

5.01.02.00; 5.01.00.00

TBR Policy Reference: 5.01.00.06, 6.03.00.00

3:06:00:00/23

5:00:00:00/15; 5:00:00:00/41

Related Policy: 5:01:02:00/28; 5:01:02:00/29

TBR Guideline Reference: P-010; P-090

Approved: 
President

Date: October 5, 2026