

Employee Recruitment and Selection, 2.18

Chapter 2: Personnel

Responsible Office: Human Resources

Applies to: Faculty, Staff, Adjuncts and Student Workers

Approved: 11/21/2023

Policy: Rhodes State College believes in a globally diverse and multicultural environment that promotes equal opportunities to all applicants and employees. This is achieved through a competitive recruitment and employment process to obtain qualified and diverse candidates. All qualified candidates will receive consideration for employment in accordance with the Equal Opportunity Employment Act, Americans with Disabilities Act and the College's [Nondiscrimination Policy 2.03](#).

I. Definitions:

- a. **Regular Annual Renewable Position:** This position is renewable each fiscal year, has at least a .5 FTE classification, and is eligible for the College's fringe benefits. Temporary and adjunct positions are not classified as regular annual renewable positions.
- b. **Full-Time Employee:** Faculty or staff members who are employed with a 1.0 FTE classification.
- c. **Part-Time Employee:** Faculty or staff members who are employed with less than a 1.0 FTE classification.
- d. **Grant Funded Employee:** Faculty or staff members who are employed on a grant funded appointment. Benefit eligibility and full-time / part-time status is determined by FTE classification.
- e. **Student Worker:** Currently enrolled student who is an employee in the federal student aid program, grant funded or budgeted through the department where they work.
- f. **Temporary Employee:** Faculty or staff members who are employed on a temporary basis that is up to one (1) year in duration and may be renewed by the President, as needed. Benefit eligibility and full-time / part-time status is determined by FTE classification.
- g. **Adjunct:** Paid and unpaid instructors who teach Rhodes State classes on a term by term basis.
- h. **Contract Worker (Independent Contractor):** A non-College employee hired on a contractual basis for specified projects or services.
- i. **Supervisor:** College leader who is directly responsible for the vacant position.

The Office of Human Resources is responsible for the employment of all employees as outlined in the corresponding procedures.



Compliance References:

[Equal Opportunity Employment Act](#)

[Americans with Disabilities Act](#)

Related Policies and Procedures:

[Nondiscrimination Policy 2.03](#)

Employee Recruitment and Selection Procedure 2.18(a)

Student Worker Hiring Procedure 2.18(b)

History:

	Date:	Reason:
Issued:	11/21/2023	Replaces Recruitment and Selection of Faculty and Staff Policy 7.1 BOT approved 4/21/1998
Revised:		

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.