



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Employment of Temporary Full-Time and Part-Time Personnel	DC - III	1	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Employment Practices	DC	08/26/2025

PROCEDURE

This policy provides guidance in the employment of temporary full-time and part-time faculty and staff. Equal employment opportunity applies to the employment of temporary full-time or part-time faculty and staff. When temporary full-time or part-time vacancies occur, the college should make bona fide efforts to publicly advertise the openings to establish a diverse pool of applicants. Any temporary full-time or part-time position not advertised requires the approval of the President or designee in consultation with the EEO Officer. The Vice Presidents of the college have the authority to approve the employment of temporary full-time and part-time staff.

Positions with less than ninety-day employment duration (anticipated) per school year are not required to advertise provided the position is not budgeted to become a regular position.