

# PROCEDURE

**Number:** 31-13  
**Title:** Employment Practices/Hiring  
**Responsibility:** Human Resources  
**Original Approval Date:**  
**Last Cabinet Review:** 2/19/2025  
**Last Revision:** 2/26/2025

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:**

**Other:**

## Procedure Description

### DISCLAIMER

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

### I. PURPOSE

To establish guidelines for hiring personnel. This procedure applies to both staff and faculty positions; to both permanent and temporary; full-time and part-time positions. (Does not include temporary faculty for Continuing Education).

## **II. PROCEDURE**

1. A Requisition request must be initiated by the requesting supervisor and routed through NeoED by the appropriate supervisor/administrative assistant for approval.

Minimum requirements are the education, work and/or teaching requirements as adopted by the State Board for Technical & Comprehensive Education (SBTCE) or the State requirements for difficult to recruit positions.

Preferred requirements are the education, work and/or teaching requirements that are preferred by Florence-Darlington Technical College (FDTC).

It will be the general practice of FDTC to require a minimum of an associate degree in the secretarial/clerical, paraprofessional and technical job categories. Any current college employee applying for an opening in any of these categories must possess or be in the process of working toward or agree to pursue an associate degree in an appropriate discipline.

The minimum requirements for the professional, faculty and administrative job categories are those as adopted by the SBTCE or the State minimum for difficult to recruit positions.

A. If the request is to refill a currently established position, the Requisition along with the attached updated/reviewed position description are required for approval. If there are no changes being made to the position description, only a Requisition request is needed.

B. If the request is for a new position, a position description must be attached to the Personnel Requisition along with the appropriate justification for the new position.

\*See Procedure 31-31 Position Description

C. Requests for temporary agency employees must be submitted by way of purchase requisition with the appropriate supervisory approval

2. A Temporary Agreement Renewal Request form must be initiated by the requesting supervisor via NeoEd for approval and processing (Does not apply to returning adjunct faculty).

3. The Human Resources office staff will prepare and post the Notice of Job Opening.

A. Openings for permanent positions will be posted on campus a minimum of five (5) working days. Positions will be advertised outside the College simultaneously.

B. In the event that a classified full-time position is authorized within 90 days of filling a similarly state classified position and said position will report to the same supervisor as well as hold the same in-house title and salary band as the original position, the following guideline will supersede procedure 3A:

The supervisor and/or department head may review the finalists for the original position and recommend to the appropriate Vice President and the Vice President of Human Resources one of the finalists previously interviewed and recommended for hire. The College President or their designee has the authority to waive the posting requirement for the second opening and authorize the hiring of one of the final candidates.

C. Openings for adjunct faculty positions may be posted by way of continuous vacancy notices (not to exceed one year) to increase the pool of active applicant files. Some adjunct faculty openings may require both posting on College bulletin boards and a further search for applicants.

D. The Notice of Job Opening will state that the college is an Equal Opportunity/Affirmative Action Employer. Minorities/Females/Disabled/Veterans are encouraged to apply (EOE/AA/M/F/D/V).

4. The Human Resources Office Staff will coordinate external recruitment activities by using some or all of the following:

Post on college boards

Notify local Department of Employment and Workforce (DEW) Office

Use media sources appropriate for the vacancy such as professional journals, newspapers, newsletters, etc.

Notify colleges and universities offering degrees in job field in the Southeast region

Identify target colleges in the Southeast for minority recruitment

Determine dates of job fairs at target colleges on an annual basis and provide the information to the Vice-Presidents for further action:

1) send minority and/or other faculty/staff to identified job fairs to recruit minority faculty/staff for the college on a systematic basis;

2) send minority and/or other faculty/staff to appropriate regional/national minority conferences to recruit minority faculty/staff.

Establish and maintain contact with Placement Offices of target colleges.

Send vacancy notices for underutilized areas to the following as appropriate for the vacancy:

-local, regional, and national minority publications

-appropriate industries personnel offices

-minority graduate mailing lists

Establish a part-time minority applicant pool by periodically advertising for minorities in appropriate media.

5. All inquiries by applicants concerning employment will be directed to the Human Resources Office.

6. Human Resources will collect applications for consideration. An active applicant file will be maintained for teaching positions. Department Heads will be notified monthly relative to applications received. Applications will remain active for a period of twelve (12) months from the original application date. Applications for non-teaching positions will only be accepted and considered for posted openings.

7. To assure compliance with Affirmative Action policies when a position becomes vacant, the College will make every effort to assure there are minority applicants in the applicant pool. If no minorities are in the initial applicant pool by the cut-off date, the position may be re-advertised and further efforts will be made to include personal phone calls, and where appropriate, personal visits to predominately minority colleges/ universities to discuss the opening.

8. For each full-time vacancy to be filled, the appropriate Cabinet member or supervisor will recommend individuals to serve on an Interview Committee. The Interview Committee should not exceed five (5) members to include a representative of the Equalizing Opportunity Committee. The committee members should be peer level or above the position to be filled. The Vice President of Human Resources or his/her designee will approve and appoint each Interview Committee. The area Vice President or supervisor will appoint the chair of the committee.

9. The Interview Committees role is to select and interview candidates and to recommend at least two (2) and not more than three (3) candidates for interview by the Vice President of Human Resources, Divisional/Departmental Vice President, and/or the President.

10. A representative of the Human Resources office will brief the Interview Committee on the interview process, the position to be filled, the latest workforce statistics relative to Affirmative Action goals, and the role of the committee.

The committee members will be reminded that all information available to the committee is very sensitive in nature and must be treated with the utmost

confidentiality. Any breach of confidentiality by members of the committee will be considered unacceptable and may result in disciplinary action.

11. Human Resources will review and screen applications for minimum requirements. Applications that appear to meet minimum requirements as listed on the Notice of Job Opening will be provided to the Interview Committee for review.

12. It is the responsibility of the Interview Committee to determine those to be interviewed and document the reason for no further consideration for all others on the Pre-Employment Forms attached to the applicant file.

13. All full-time employees who apply for an open vacancy and who meet the minimum requirements for the position will be granted an interview by the committee.

14. Interviews for full-time positions will be coordinated with the Interview Committee and scheduled by Human Resources.

15. Interviews for part-time faculty will be coordinated and scheduled by the selecting official.

16. The Human Resources Office will make every effort to obtain as much information about the applicant as possible prior to the interview, i.e., reference checks, copies of transcripts.

17. The Interview Committee will conduct the interview to obtain further information about the applicant and to provide information related to the duties and responsibilities of the job and the department. On occasion preliminary telephone interviews may be conducted.

18. It is extremely important that the Interview Committee or any college personnel do not make any commitment, either expressed or implied, on behalf of the College.

19. The Interview Committee Chairperson will record the interview on the Pre-Employment Form and recommend or reject each applicant interviewed. The reason for recommendation or rejection must be supported by a statement(s) of justification. Recommendations by the Committee should not be ranked in the order of preference by the Committee.

20. All applicant files, for either part-time temporary or permanent positions, must be returned to Human Resources for further processing prior to any job offer or part-time teaching assignment.

21. Human Resources will schedule further interviews for full-time permanent positions for the recommended individuals with the Vice President of Human Resources or his/her designee, Associate Vice-President (if applicable), appropriate Vice-President, and/or the President.

22. For full-time faculty and staff positions, Human Resources will obtain the necessary approvals for the individual recommended and notify the unsuccessful applicants. Notification for adjunct faculty interviews should be coordinated between the Department Head and Human Resources.



23. The Vice President of Human Resources or the designated college official will make the job offer and any commitment on behalf of the College for all full-time positions. Employment dates and rate of pay will be coordinated by the Vice President of Human Resources or designated college official with the appropriate Associate Vice President (if applicable), and Vice President.

24. Job offers for adjunct part-time faculty will be coordinated by the appropriate Department Head, Associate Vice-President, and Vice-President for Academic Affairs.

25. Teaching assignments for adjunct faculty will be made if the course(s) cannot be assigned to a full-time faculty member, and will be the responsibility of the Department Head with the approval of the Associate Vice President and Vice President for Academic Affairs. Semester course assignments will be based on a variety of factors appropriate to the particular situation, including the pool of available potential candidates with the appropriate credentials and expertise in the subject area.

26. Employment agreements and other necessary employment forms for permanent positions and part-time staff positions will be the responsibility of Human Resources.

27. Temporary part-time teaching agreements will be the responsibility of the Associate Vice President's with the approval of the Vice-President for Academic Affairs.

28. Human Resources must see any new employee within 3 working days of employment date to complete necessary employment forms in order to place on the College payroll. The College is subject to a fine by the U.S. Department of Labor, Department of Immigration if this time frame is not met.

29. New full-time employees will be required to attend the appropriate Orientation Program. In general, Orientation/Onboarding will be scheduled on the date of hire. Conflicts may cause a different date for the orientation/onboarding. Orientation for adjunct faculty employees will be conducted prior to the beginning of each new semester.

30. In departments where adjunct faculty are required in varying degrees from semester to semester, Department Heads are encouraged to obtain approval for suitable applicants for future hire. Future hire approvals will remain active for a 12-month period.