

# Kentucky Wesleyan College

## Policy & Procedure Manual

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### **Personnel Appointment**

**Approval:** Board of Trustees

**Policy Type:** College

**Policy Owner:** Director of Human Resources

**Responsible Office:** Human Resources

#### **Revision History**

**Approval Date:** Feb. 5, 2016

**Modified:**

**Next Review:** 2019

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### **1. Purpose**

- 1.1. To describe the processes used for hiring and appointing all employees and the qualifications required for teaching undergraduate courses at Kentucky Wesleyan College.

### **2. Scope**

- 2.1. Applies to hiring all College employees whether administrative, staff, or faculty including both full-time and part-time. This policy does not apply to Work Study students or student interns.

### **3. Policy**

- 3.1. New and existing full-time, part-time, temporary, faculty, and staff positions must be approved for hiring before any action is taken. A Kentucky Wesleyan College Position Request Form must be completed with all the appropriate information and signatures.
- 3.2. Employment openings are posted on the Kentucky Wesleyan College website and campus email, as well as disseminated with other outlets as appropriate to the position available and the type of search being conducted. The College may, at its discretion, choose not to post an opening.
- 3.3. Hiring and other employment decisions are made on the basis of qualifications, including but not limited to training, experience, skills, aptitude, and past performance records. Qualifications are defined as any factor that may affect the person's ability to do the job. The College reserves the right to utilize job-related tests, focusing on job related tasks, to determine an applicant's skills and/or knowledge. Results will be reviewed only by those directly involved in the employment process.
- 3.4. Faculty employment is governed by accreditation standards established by the Southern Association of Colleges & Schools Commission on Colleges (SACSCOC). Therefore, in order to

comply with these standards, faculty and staff teaching undergraduate-level courses as the instructor of record, either full-time or part-time and regardless of the mode of delivery, must hold a:

- terminal degree (e.g., a Ph.D., D. Min, J.D., MFA) with a concentration in the teaching discipline OR
- hold a masters' degree and have completed at least 18 graduate credit hours in the discipline OR
- have completed 18 graduate hours in the discipline OR
- in limited circumstances, individuals may have special skills or experiences that qualify them to teach in a discipline without meeting the above standards. For example, an individual who has performed professionally for an extended period may be justified to teach applied music courses or acting, even though they do not hold a graduate degree or do not meet the 18 graduate hours in the discipline requirement and may be eligible for appointment. These "professional qualifications" must be determined and documented before any appointment can be made.

### 3.5. Materials Required Before Faculty Appointments Can Be Approved

- A background check must be completed before any employee is hired (see Employee Handbook, Background Checks for more detailed information).
- Copies of official transcripts are required and become part of the V.P. of Academic Affairs personnel file.
- A curriculum vitae or resume.

3.6. All offers of employment including information related to salary, status, and benefits must be made through Human Resources or the V. P. of Academic Affairs' Office in order to be valid. New employees are given a letter of appointment detailing their position, compensation, job duties, and supervisor.

3.7. Employment decisions are made without respect to color, race, national origin, religion, sex, age, genetic disposition, disability that does not relate to the job, veteran status or any other basis that would be in violation of any applicable federal, state, or local law.

3.8. Kentucky Wesleyan College is committed to complying with the Americans with Disabilities Act (ADA), as amended (see Employee Handbook, Disability Accommodation for more detailed information).

3.9. Additional information concerning employment practices may be found in the Employee Handbook.

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