

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

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EMPLOYMENT AND PROMOTION

Recruitment, Application and Selection

The objective in recruitment shall be to obtain the best possible certificated personnel. In employing personnel, the Board of Trustees desires to consider only the best qualified persons.

1. All applications shall be made to the Personnel Office.
2. Terms and conditions of employment shall be clearly defined and made available to applicants at the time of employment.
3. The Instructors Handbook and/or the Policy Book of the Citrus Community College District contains all policies, rules and regulations concerning school personnel and shall be available to all personnel at the beginning of the school year.
4. When a position is to be filled, the administration may give consideration to personnel currently under contract in the school district, provided the professional training, experience, recommendations, ability, and other characteristics are equal to or better than qualifications of other applicants.
5. Positions shall be filled pursuant to the following procedures.

Vacancy announcements shall clearly set forth a description of the qualifications for the position, including the duties and salary range.
6. Selection of personnel to be recommended for employment shall be based upon an evaluation of a written application, professional references and personal interview.
7. A screening committee will review all applications for a position and will recommend a selected number of qualified applicants to be interviewed.
8. The interview committee shall consist of not less than three.
9. Final selection of a candidate shall be made from the best qualified regardless of race, religion, national origin, sex, age, physical handicap or medical condition.

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10. Each qualified certificated person who applies for a position shall be notified in writing of his/her acceptance or rejection for the position.
11. The first two contract (probationary) years are considered a part of the selection process, in that permanent selection is not made until the end of the second year of service.

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Revised..... 12/14/76