

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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EMPLOYMENT  
Policy 3-02  
Page 1 of 1

Effective June 1, 2010

- (A) Columbus State Community 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 that provides qualified and diverse employees.
- (B) The college will establish procedures for the establishment and revision of job descriptions.
- (C) The college will establish procedures for the employment of full-time faculty and administrators.
- (D) The college will establish procedures for the employment of full-time staff.
- (E) The college will establish procedures for the employment of professional part-time staff.
- (F) The college will establish procedures for the employment of adjunct instructors.
- (G) The college will establish procedures for the employment of part-time college work study students.
- (H) The final determination of all hiring decisions rests with the President. Former full-time employees of the college are eligible for rehire on a case-by-case basis.

*Last Effective Date: August 21, 2000*