

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-4008 Employee Selection and Appointment

This Regulation applies to all General Faculty and Administrative and Professional employees; provided, however, that its application is subject to the terms and conditions of any existing applicable collective bargaining agreements in the case of General Faculty and Administrative and Professional employees who are members of a collective bargaining unit and are represented by a collective bargaining agent.

(1) Search and selection

- (a) The selection of General Faculty and Administrative and Professional employees shall be the responsibility of the appropriate administrative officer having supervisory responsibility over the position and applicable State University System and NCF policies and procedures.
- (b) The appropriate administrator shall secure reliable and detailed information on candidates and reach decisions on their relative merits. Candidates selected for final consideration should be provided with information such as: title and nature of position, approximate salary, type of contract, basic assignment, and other duties inherent in the position. The candidate should also be provided with information concerning NCF and the State University System.
- (c) If practicable, the candidate reaching the final stages of the search should be invited for personal interviews with appropriate personnel.
- (d) In making preliminary contacts with candidates, it should be made clear that no offer of employment is being made.

(2) Appointments

- (a) The hiring authority shall verify and document education and experience of the recommended candidate.
- (b) After deciding to recommend a candidate for appointment, the official in charge of the employment unit should transmit the recommendation to the appropriate administrative officers.
- (c) The responsible Vice President/Provost may then offer the candidate employment by means of a contract or letter of appointment, subject to the provisions of Chapter 216.311, Florida Statutes.
- (d) No contract or letter of appointment shall be for a term exceeding one year.
- (e) All contracts shall be signed by the President, the responsible Vice President/Provost, and the employee.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Stat. 216.311; Fla. Board of Governors Regulation 1.001

History: Adopted 01-28-04, as Rule 6C11-8.007; Revised and renumbered 09-11-10; Revised 03-11-17 (technical amendment)