

Policy IV.4003.A, Filling Vacancies

Purpose

This policy addresses the process for filling vacancies at San Jacinto College.

Policy

No employee is hired to fill a specific position assignment. The Chancellor, when appropriate, has the right to assign employee duties that meet the current needs of the College. An employee may be assigned or reassigned duties for which he or she is professionally certified or otherwise qualified to perform. Reassignment may include relocation to another department, program, or location as necessary. Generally, a new assignment or reassignment will not result in a reduction in compensation. The Chancellor has the authority to promote a current employee into a position that results in an increase in compensation. The Chancellor will present assignment, reassignment, and promotion recommendations to the Board of Trustees for ratification.

Full-time positions will be posted in accordance with procedure IV.4003.A.a, Job Vacancies and filled in accordance with procedure IV.4003.A.b, Interview Committee.

Part-time and temporary employees may be employed without a formal posting as long as fair non-discriminatory employment practices are followed

Definitions

Vacancy: An unoccupied position or job created by a promotion, transfer, exit, or newly funded position approved by the Chancellor and/or Board of Trustees.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure IV.4003.A.a, Job Vacancies

Procedure IV.4003.A.b, Interview Committee

Procedure IV.4003.A.c, Selection of a Department Chair

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Primary Owner	Vice Chancellor, Human Resources
Secondary Owner	Vice President, Human Resources
