



Sowela
TECHNICAL COMMUNITY COLLEGE
www.sowela.edu

TITLE:	EMPLOYMENT PROCEDURES FOR FULL-TIME, BENEFITS, ELIGIBLE UNCLASSIFIED FACULTY & STAFF
EFFECTIVE DATE:	Initial July 12, 2007
LAST REVISION:	October 26, 2007
	Policy No. 6.035.1

Policy Statement

The Department of Human Resources is responsible for the employment process for all employees of Sowela Technical Community College. All employment is contingent upon approval by appropriate administration of Sowela and Louisiana Technical Community College (LCTCS) Board of Supervisors if applicable. Exceptions to this include situations where delay would jeopardize the ability of the College to provide student instruction or severely effect the operation of the College. Such exceptions require approval of the LCTCS President prior to the effective date and subsequent Board approval.

Each individual who applies for employment at Sowela as a full-time, benefits-eligible unclassified faculty or unclassified staff member of the College must provide documentation of the required credentials before an official offer of employment may be extended by the Department of Human Resources. All teaching faculty members must meet or exceed the professional and educational requirements of the Southern Association of Colleges and Schools (SACS), Commission on Colleges (COC), and must provide Sowela with required academic credentials in accordance with Sowela's policy. All unclassified staff must meet the established requirements of the position and must provide Sowela documentation of the required credentials. In addition, unclassified faculty and staff members of Sowela must complete the appropriate orientation process and submit all required employment paperwork to the Department of Human Resources prior to employment.

Source of Policy: HR
Related Policy: LCTCS

Responsible Administrator: Human Resources
LCTCS Policy Reference:
LCTCS Guideline Reference: NA
Date: June 5, 2007

Approved by: _____
Chancellor