



Santa Fe College Rules Manual

Title: **Criteria for Selection and Evaluation of Full-Time Faculty, Administrative, and Professional Positions** **Rule 3.3**

General Authority: FS 1001.64(4)(18), 1001.65(3), 1012.855

Law Implemented: FS 1001.64(4)(18), 1001.65(3), 1012.855

Effective Date: November 13, 2018

Purpose: To state directives for selection and evaluation of faculty, administrative, and professional positions.

Santa Fe College is an equal opportunity, non-discrimination employer committed to open access, academic excellence, and cultural and ethnic diversity. SF's goal is to recruit, develop, assess, and retain quality full-time faculty and staff. As such, Human Resources and SF administrative leadership shall collaboratively develop comprehensive advertisement, recruitment, and search strategies designed to attract a diverse pool of applicants.

Selection of full-time faculty, administrative, and professional positions shall be based on criteria related to the duties and responsibilities of the position and the knowledge, skills, abilities, work experience, and education needed to successfully meet performance expectations and credentialing standards. Specific procedures for the search, screening, and hiring of full-time faculty, administrative, and professional positions shall be approved by the President and maintained in the Office of Human Resources.

Descriptions of the duties and responsibilities for each position are maintained in the Office of Human Resources. Evaluations will be conducted each year for all annual contract faculty, administrative, and professional staff. Continuing contract faculty are evaluated once every three academic years. The outcomes of all evaluations will be housed in the Office of Human Resources.

Rule History

November 2018 (410.552)

April 2003 (410.352)

November 2001 (410.319)

August 1982 (410.98)