

Section Title	Number	Page
Procedure for Selecting Personnel	02-0101	1 of 4
Date Adopted	Approved By President:	Revision Date:
08-01-93 (AC)		04-18-05

1. PURPOSE:

The purpose of this section is to define the college's procedures for selection of new personnel.

2. PROCEDURE:

Since the college offers a wide range of programs, many different skills, talents, credentials, and experiences are required of employees. Instructors, who teach courses to students whose primary aim is to transfer to a four-year institution, must have completed at least 18 graduate semester hours in the teaching discipline and hold a master's degree.

In diploma programs, the primary emphasis is on experience and demonstrated skill in an area of specialty. Minimum requirements are a diploma or degree in the teaching discipline and experience sufficient to enable the applicant to demonstrate competence and aptitude for communicating the knowledge and skills of the specialty to others. Instructors in Associate of Applied Science Degree Programs are expected to have a baccalaureate degree in a specialty field or be licensed or certified in a technical area. Work experience in a technical area is preferred, but advanced degrees may substitute. A master's degree in the teaching discipline or a master's degree and 18 graduate hours in a teaching

Section Title	Number	Page
Procedure for Selecting Personnel	02-0101	2 of 4
Date Adopted	Approved By President:	Revision Date:
08-01-93 (AC)		04-18-05

discipline are required for Associate of Applied Science Degree courses that are transferable or are required by external accreditation agencies.

A number of professional non-teaching personnel, as well as paraprofessional and other persons, are also employed by the College. The college will advertise all job openings according to the following practices:

Newspapers

- Newspaper advertisements (as deemed necessary)
- Other related regional newspapers - (Raleigh, Greenville, Wilson, Fayetteville, etc.) depending on the nature of the position - professional vacancies only.

Other

- Employment Security Commission - all positions
- North Carolina Community College System - professional vacancies only
- SJAFB - all positions
- All WCC employees via E-Mail - Salary ranges will be included in all job vacancy announcements. Where possible, work related experience will be substituted for educational requirements. New employees will be assigned a mentor for

Section Title	Number	Page
Procedure for Selecting Personnel	02-0101	3 of 4
Date Adopted	Approved By President:	Revision Date:
08-01-93 (AC)		04-18-05

their initial three months of employment.

- WCC Webpage - all positions
- Selected individuals upon request
- *Listing available in Personnel Office

In any of the previously mentioned areas, there may be unique circumstances that make it essential to deviate from the guidelines outlined. Such deviation may include, but not be limited to, internal only advertising of positions and will occur with the specific approval of the president.

The personnel department will notify the appropriate division head to name a committee chairman and form a selection committee. The selection committee must be comprised of at least 3-5 members and contain female and minority representation. Supervisors should consult with the personnel coordinator on the composition of his or her respective committee to ensure they comply with the diversity goals of the college. The names of the selection committee are then forwarded to the personnel office by the committee chairperson for review and approval.

The selection committee will require that applicants selected for an interview complete the written supplement to the

Section Title	Number	Page
Procedure for Selecting Personnel	02-0101	4 of 4
Date Adopted	Approved By President:	Revision Date:
08-01-93 (AC)		04-18-05

application form as part of the application packet indicating why they chose teaching as a profession. This written supplement will be used to ensure the applicant's proficiency in written communication. The selection committee may also require for a faculty position that the applicant selected for an interview give a 5-10 minute teaching segment as part of the interview process as a means to judge the applicant's oral presentation skills and general qualifications. The Board of Trustees of Wayne Community College delegates the authority to the president for the selection and employment or dismissal of personnel required for the operation of the College, subject to the standards established by the State Board of Community Colleges, except that the Board shall retain authority to employ vice presidents and the chief financial officer upon nomination by the president. Any questions regarding employment or employment procedures should be directed to the personnel office.