



QUICK SURVEY RESULTS

Hiring Approval Policies and Practices

July 13, 2023

A total of 17 colleges/districts responded to ICCTA's Quick Survey on Hiring Approval Policies and Practices.

1. Must your board approve all hiring decisions before an individual starts work?

Yes -- 1

Lewis and Clark

No (please share your Board policy related to the exceptions) -- 16

Danville

Elgin: [Executive Parameters #6 – Compensation and Benefits](#)

Harper: Administrative and faculty positions require Board approval before officially starting their employment at Harper. All other hires are given provisional approval, meaning their offer letters stipulate that all hiring is subject to formal Board approval.

Highland: Following is the portion of the policy under "Duties and Responsibilities of the Board" that addresses this. Our trustees believe that anyone covered under 110 ILCS 805/3-26 must be approved by the Board prior to beginning their employment.

D. The Board shall appoint and fix the salaries of administrative and professional personnel and all faculty, following Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).

Our Board of Trustees appoints all full-time faculty, administrative, and professional staff, and the employee's start date must be after the Board acts on the appointment.

Joliet

Kankakee: The KCC Board of Trustees approves hiring decisions at the coordinator level and above before those individuals start work.

Kishwaukee: Faculty and Administrators start pending board approval.

Lake County: CLC defines "Board-appointed staff" as those greater than or equal to FTE of 0.50 (20 hours per week).

Logan: It falls under the [Duties of the President Policy 4110 #3](#). The President shall develop and recommend salaries, and #6. The President shall recruit and recommend the appointment, reclassification, or dismissal of staff members/all personnel.

Malcolm X

Moraine Valley

Oakton: Policy 1009

Richland: <https://policy.richland.edu/doku.php?id=policy:3:1:3:start>

Sauk Valley

Spoon River

Waubonsee: No board policy - the board must approve the hiring of administrators and full-time faculty before they start work, unless a special request is authorized by the board

2. If no to Question #1, does your board ratify the hiring decision?

Yes – 10

Danville

Elgin

Harper

Kankakee

Kishwaukee: For faculty and administrators

Lake County: The Board “ratifies” employment for all non-exempt employees and selected exempt employees categorized as “specialists” following the successful completion of a 180-day probationary period. Employment contracts for those eligible retroactively to date of hire. All offer letters state that the appointment is pending ratification at the next Board meeting.

Logan:

Malcolm X

Moraine Valley

Waubonsee

No – 6

Highland

Joliet:

Only Administrators and full-time faculty require Board approval

Oakton

Richland

Sauk Valley

Spoon River

3. If no to Question #1, who makes the hiring decision?

President – 7

Danville

Highland

Joliet:

In Workday business process workflow, the President has final approval on all hires

Kishwaukee: Final approval before they can start

Malcolm X

Richland

Spoon River

Senior-Level Administrator (e.g. VP, ED, etc.) -- 4

Kankakee

Lake County: All levels of leaders may approve hiring of non-exempt and selected exempt “specialists” pending Board approval following the 180-day probation period.

Sauk Valley

Waubonsee

Dean -- 2

Lake County:

All levels of leaders may approve hiring of non-exempt and selected exempt “specialists” pending Board approval following the 180-day probation period.

Sauk Valley

Other -- 5

Elgin:

Hiring Manager/Chair of Search Committee

Harper:

Hiring decisions are proposed by hiring managers throughout the college. All offer letters are written from the President.

Lake County:

Managers, Directors

All levels of leaders may approve hiring of non-exempt and selected exempt “specialists” pending Board approval following the 180-day probation period.

Logan: The Hiring Supervisor/Manager makes the recommendation to the President, and the President approves and prepares an item for the next Board agenda to ratify the appointment.

Oakton: Administrative and Full time faculty come to the board for approval. Adjunct faculty and staff hires are approved by VP of the respective area and CHRO

4. If no to Question #1, what position classifications can be hired by the administration prior to board approval / ratification? (please check all that apply)

Senior-Level Administrator (e.g. VP, ED, etc.) -- 2

Logan
Malcolm X

Mid-Level Administrators (e.g. Deans, Directors, etc.) -- 4

Elgin: Directors can be hired but Deans and above must be approved by the Board (Executive Parameters #6 – Compensation and Benefits)

Logan
Malcolm X
Spoon River

Front-line Supervisors (e.g. Coordinators, Dept. Chairs, etc.) -- 12

Danville

Elgin

Harper: See note for question 1.

Joliet

Lake County: Some front-line supervisors
Administration may hire all classified and professional staff that require a 180-day probationary period. Titles may include coordinator, specialist, supervisor and manager.

Logan
Malcolm X
Oakton
Richland
Sauk Valley
Spoon River
Waubonsee

Faculty (Full-Time Tenure Track) -- 3

Logan
Malcolm X
Spoon River

Faculty (Full-Time Non-Tenure Track) -- 3

Logan
Malcolm X
Spoon River

Adjunct Faculty -- 14

Danville

Elgin

Harper: See note for question 1.

Highland

Joliet

Lake County

Logan

Malcolm X

Moraine Valley

Oakton

Richland

Sauk Valley

Spoon River

Waubonsee

Part-Time Staff – 15

Danville

Elgin

Harper: See note for question 1.

Highland

Joliet

Kankakee

Lake County

Logan

Malcolm X

Moraine Valley

Oakton

Richland

Sauk Valley

Spoon River

Waubonsee

Student Workers -- 15

Danville

Elgin

Harper: See note for question 1.

Highland

Joliet

Kankakee

Lake County

Logan

Malcolm X

Moraine Valley

Oakton

Richland

Sauk Valley

Spoon River

Waubonsee

Other – 1

Kankakee

5. Must your board approve all retirement and/or resignation decisions before the college can post the open position?

Yes -- 1

Waubonsee: For full-time employees only

No – 16

Danville

Elgin

Harper

Highland

Joliet:

Only Administrators and full-time faculty require Board approval

Kankakee

Kishwaukee

Lake County

Lewis and Clark:

Our Board acknowledges all retirements and resignations monthly at its meeting, but it is not considered an “approval.” Legal counsel has shared with the College that current case law advises that once a resignation is tendered to supervisor/HR/President, it may be considered accepted. When a resignation is received, our practice is to allow the posting of a replacement at that time.

Logan

Malcolm X

Moraine Valley

Oakton

Richland

Sauk Valley:

Only administrators and full-time faculty.

Spoon River

6. Aside from annual faculty re-employment and tenure decisions made in concert with 110 ILCS 805/3b-2-5, does your board make annual re-employment decisions on administrative and support staff?

Yes -- 8

Danville

Harper: All administrative contracts must be approved for re-employment by the Board.

Kishwaukee: They approve administrative contracts.

Logan

Malcolm X

Oakton: For administrators

Sauk Valley: Only on administrative staff.

Spoon River: The Board takes action to approve the President's contract upon hire and annually as a part of the Presidential Evaluation process.

No – 8

Elgin

Highland

Joliet

Kankakee

Lake County: The Board makes annual reappointment decisions for staff who are eligible for employment contracts. At-will full- and part-time non-exempt support staff do not require annual reappointment.

Moraine Valley

Richland

Waubonsee

Other -- 1

Lewis and Clark: Yes on management, but not support staff
In addition to what is noted above, for the last two years our Board has approved an annual re-appointment resolution for the management team in lieu of individual management contracts. The action does not change the at-will status of our management team members, but serves primarily as an added support of the management team that is grounded in our College's historical practices and culture.

7. Does your board view the budget approval process as means for "making appointments" and "fixing salaries" of previously approved employees?

Yes -- 4

Lake County

Oakton: For staff

Sauk Valley

Spoon River

No – 12

Danville

Elgin: My take is that when trustees approve the budget, they approve spending college funds in principle according to the categories outlined in the budget; but they are not appointing specific employees or agreeing to their salaries.

Harper: This is not done on an individual basis for each position. Rather, the Board approves an overall budget and expects the administration to stay within its parameters.

Highland

Kankakee

Kishwaukee

Lewis and Clark

Logan

Malcolm X

Moraine Valley

Richland

Waubonsee

8. HLC Criterion 2C5 states, “The governing board delegates day-to-day management of the institution to the institution’s administration and expects the institution’s faculty to oversee academic matters.” Has your college been placed on performance monitoring or received guidance feedback from HLC related to the board’s role in the hiring process?

Yes, please share if appropriate -- 0

No -- 17

Danville

Elgin

Harper

Highland

Joliet

Kankakee

Kishwaukee

Lake County

Lewis and Clark

Logan

Malcolm X

Moraine Valley

Oakton

Richland

Sauk Valley

Spoon River

Waubonsee

** Copies of Board Hiring Approval Policies and Practices are attached to this survey **

For more information, please contact:

Illinois Community College Trustees Association

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EP 6: Compensation and Benefits

With respect to employment, compensation and benefits to employees, consultants, and contract workers, the President may not jeopardize fiscal integrity or public image.

Accordingly, the President may not:

1. Change his or her own compensation and benefits;
2. Provide for or change the compensation and benefits of other employees except in accordance with collective-bargaining agreements negotiated by the Board or in accordance with salary schedules and plans adopted by the Board;
3. Promise or imply permanent or guaranteed employment;
4. Employ administrators under a notice of assignment for longer than one year's duration; [Rev. 8/19]
5. Grant fringe benefits to employees not approved by the Board;
6. Establish the administrative salary schedule or hire any new employee above the mid-range of the scale;
7. Grant tenure;
8. Hire full-time faculty or administration at dean level or above; or
9. Sign a collective-bargaining agreement.

EP 7: Communication and Counsel to the Board

With respect to providing information and counsel to the Board, the President shall keep the Board adequately informed.

Accordingly, the President shall not:

1. Fail to submit monitoring data required by the board policy **BPR 3, *Monitoring Executive Performance***, in a complete, timely, accurate and understandable fashion;
2. Fail to make the Board aware of relevant trends, anticipated media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established;

DUTIES OF THE BOARD OF TRUSTEES

The duties of the Board of Trustees are defined and described in the Illinois Public Community College Act (110 ILCS 805/1-1 to 805/8-2). Specific responsibilities include, but are not limited to:

1. Defining the role and mission of the college.
2. Evaluating institutional performance.
3. Approving college plans.
4. Establishing tuition rates.
5. Establishing tax rates.
6. Hiring the president.
7. Evaluating the president.
8. Establishing institutional budgets and approving contracts and expenditures.
9. Monitoring the colleges' performance
10. Representing the community to the college and the college to the community.
11. Conducting college business in a fiscally responsible manner.

Adopted 12/08/1970
Amended 07/25/1972
Amended 02/28/1978
Amended 11/24/1981
Amended 07/24/2001
Amended 06/27/2006
Amended 08/25/2015

SELECTION AND APPOINTMENT OF STAFF

The President of the College shall assume the responsibility for recommending the appointment of administrative and professional personnel, subject to ratification by the Board of Trustees. Selection and appointment of administrative and professional personnel shall be subject to the employment conditions and criteria approved by the Board of Trustees prior to the actual recommendations for appointment.

Administrative and professional personnel shall be selected on the basis of training, experience, professional attitude, and ability to work with others. The College of Lake County acknowledges its obligation to adhere to the letter and the spirit of applicable statutes and regulations prohibiting discrimination in employment. The College also acknowledges that special circumstances may compel the utilization of special selection criteria (as permitted by law) appropriate to assisting those who have been vulnerable to discriminatory practices previously allowed in our society.

Adopted 02/13/73
Amended 04/23/74

STATUS OF EMPLOYMENT

- A. **LENGTH OF CONTRACT** - The contractual period for administrative and professional personnel shall be recommended by the President and approved by the Board of Trustees. Contracts exceeding one year in length but no longer than four years, may be issued at the discretion of the Board of Trustees.
- B. **NON-RENEWAL OF CONTRACT** - The Board may decide not to renew an employment contract with or without cause.
- C. **TERMINATION OF SERVICE** - Administrative and professional personnel are subject to termination of employment during their contract period with cause. For grant-funded employees, a determination by the Board or the external agency discontinuing the grant-funding for the applicable project or program constitutes cause for the termination of the employee's employment. The employee will be advised of the reason(s) for the termination. Within thirty (30) days of receipt of the notice from the Board of the termination of employment, the employee may request a meeting with the Board of Trustees, such to be convened within thirty (30) days of his/her request.
- D. **LAY-OFF OR FURLOUGH** - The Board may, with two (2) weeks' notice, lay-off or furlough administrative and/or professional personnel with or without benefits and/or salary should the Board determine, in its sole discretion, that exigent economic circumstances exist or that such a lay-off or furlough is in the best interests of the College. Administrative and/or professional personnel may be laid-off or furloughed to part-time status. If the employee is laid off or furloughed to part-time status, the employee will be paid salary pro rata, based on the employee's full-time salary. For employees laid-off or furloughed to part-time status, the Board will determine whether benefits will be granted on a pro rata basis or continued in full for the duration of the lay-off or furlough.

Adopted	02/13/1973
Amended	04/23/1974
Amended	10/27/1981
Amended	07/25/2000
Amended	04/26/2016

SELECTION AND APPOINTMENT OF STAFF

The power of selection and appointment of staff is vested by the Board of Community College District 532 in the office of the President of the College subject to ratification by the Board. Selection and appointment of staff are subject to the employment conditions and criteria approved by the Board prior to the actual recommendations for appointment. Although each staff appointment must be approved and endorsed by the President, recommendations for such appointments may be delegated to the appropriate administrative officers.

The College regards teaching as a highly demanding, creative profession that requires an open mind, a willingness to experiment with instructional techniques, a capacity to exercise mature judgment, intellectual curiosity, and an understanding of the philosophy, objectives, and policies of the comprehensive community college.

Faculty members shall be selected on the basis of training, experience, competence in teaching, professional attitude and ability to work with others. The College of Lake County acknowledges its obligation to adhere to the letter and the spirit of applicable statutes and regulations prohibiting discrimination in employment. The College also acknowledges that special circumstances may compel the utilization of special selection criteria (as permitted by law) appropriate to assisting those who have been vulnerable to discriminatory practices previously allowed in our society.

Adopted 11/12/67
Amended 02/22/72

502 EMPLOYMENT PRACTICES AND PROCEDURES – CLASSIFIED EMPLOYEES

Classified employees hold positions established through the annual budget as approved by the Board. Regular classified employees shall be employed pursuant to a notice of assignment issued by Human Resources.

Unless otherwise specified by a collective bargaining agreement, regular classified employees shall be initially employed on a probationary basis for one-hundred and eighty (180) calendar days pursuant to a notice of probationary assignment. During the probationary period, employment may be terminated by the President or designee, on the recommendation of Human Resources and the supervisor.

After completion of the probationary period, Human Resources and the supervisor will make the recommendation for the employee’s non-probationary employment to the President or designee. If the recommendation is accepted, the regular part-time classified employee will be issued a non-probationary notice of assignment.

Where applicable, classified employee benefits are dependent upon length of employment and shall be determined from the beginning of the probationary period.

The Board may, with two (2) weeks’ notice, lay-off or furlough classified employees with or without benefits and/or salary should the Board determine, in its sole discretion, that exigent economic circumstances exist or that such a lay-off or furlough is in the best interests of the College. Classified employees may be laid-off or furloughed to part-time status. If the employee is laid off or furloughed to part-time status, the employee will be paid salary pro rata, based on the employee’s full-time salary. For employees laid-off or furloughed to part-time status, the Board will determine whether benefits will be granted on a pro rata basis or continued in full for the duration of the lay-off or furlough.

Adopted	03/25/69
Amended	01/23/73
Amended	04/29/75
Amended	03/30/76
Amended	10/26/76
Amended	03/21/78
Amended	10/27/81
Amended	01/27/2015
Amended	06/28/16

611 EMPLOYMENT PRACTICES AND PROCEDURES - SPECIALISTS

Specialist employees hold positions established through the annual budget as approved by the Board or through grants. Regular, full-time specialist employees shall be issued an employment contract. Regular, part-time specialist employees shall be employed pursuant to a notice of assignment issued by Human Resources. Grant-funded specialist employees may be issued a contract or employed pursuant to a notice of assignment.

Specialist employees shall be initially employed on a probationary basis for one-hundred and eighty (180) calendar days. During the probationary period, employment may be terminated by the President, or the President's designee, upon the recommendation by Human Resources, and in consultation with the supervisor, if such termination shall be deemed to be in the best interest of the College.

For a regular, full-time specialist employee, the final recommendation for employment shall be made to the President by the immediate supervisor in consultation with the Human Resources Department and the appropriate Vice President, or designee, after completion of the probationary period. If the President concurs with the recommendation, the President shall recommend to the Board the employment of the regular, full-time specialist employee, and the employee shall be issued a contract upon Board approval.

Regular, part-time specialist employees will be issued a non-probationary notice of assignment following completion of the probationary period.

Where applicable, specialist staff benefits are dependent upon length of employment and shall be determined from the beginning of the probationary period.

The Board may, with two (2) weeks' notice, lay-off or furlough specialist employees with or without benefits and/or salary should the Board determine, in its sole discretion, that exigent economic circumstances exist or that such a lay-off or furlough is in the best interests of the College. Specialist employees may be laid-off or furloughed to part-time status. If the employee is laid-off or furloughed to part-time status, the employee will be paid salary pro rata, based on the employee's full-time salary. For employees laid-off or furloughed to part-time status, the Board will determine whether benefits will be granted on a pro rata basis or continued in full for the duration of the lay-off or furlough.

The Board may decide not to renew a specialist employee's employment contract with or without cause.

Adopted	07/25/78
Amended	06/24/80
Amended	10/27/81
Amended	01/25/83
Amended	01/17/89
Amended	01/27/15
Amended	04/26/16

CLASSIFICATION OF EMPLOYEES

The College classifies employees for the purposes of compensation, benefits administration, accounting and reporting procedures:

A. Regular Employees

1. Regular employees may be appointed by the Board of Trustees or employed pursuant to a notice of assignment. Regular employees may be professional or administrative, classified or specialists.
2. Work year and schedule
 - a. Regular Employees may be employed in a year-round, nine month (36 work weeks) or ten month (40 weeks) position.
 - b. Regular employees may be full or part-time.
 - i. **Full-Time Employees** are scheduled to work at least 40 hours during the established work week.
 - ii. **Part-Time Employees** are scheduled to work at least 20 hours on average per week but less than 40 hours on average per week during the established work week.

B. Other Employees

1. **Part-Time Flex Employees** are scheduled to work (1) less than 20 hours per week on average during the established work week; or (2) on an as needed basis in academic, student or performing arts program support based on fluctuating academic, student, or program needs. Part-time flex employees are employed pursuant to a notice of assignment.
2. **Temporary Employees** are hired and retained pursuant to a notice of assignment for short term special projects and seasonal work in accordance with the needs of the College. The College may utilize the services of temporary staffing agency workers in lieu of direct hiring temporary employees.

CLASSIFICATION OF EMPLOYEES

3. **Grant-Funded Employees** are hired for a specific period of time to complete special projects funded in whole or in part by an external agency for a specific and restricted purpose. Grant-funded employees may be administrative, professional, classified, or specialist personnel, and may be appointed by the Board of Trustees or employed pursuant to a notice of assignment. A determination by the Board or the external agency discontinuing the grant funding for the applicable a project or program constitutes cause for the termination of the grant-funded Employee's employment. The College will provide written notice of termination of employment to all affected grant-funded employees.
4. Student workers are enrolled in College courses and are hired on a short term basis under guidelines established by the College. Student workers are employed pursuant to a notice of assignment.

C. Eligibility for Benefits

1. Regular Employees

- a. **Full-Time** – Full-time regular employees shall participate fully in all benefits. The accumulation of paid leave benefits, such as vacation, health leave and eligibility for holiday pay, is suspended during periods of non-employment, such as academic breaks and the summer months, for full-time nine- and ten-month employees.
- b. **Part-Time** – Part-time regular employees shall participate in these benefits on a pro rata basis: vacation, health leave, and tuition waiver and reimbursement. Part-time regular employees are eligible for holiday pay on holidays that fall on days that they would otherwise be scheduled to work. Part-time regular employees shall not be eligible to participate in any other benefit program at the College.

2. Other employees

- a. **Part-Time Flex** – Part-time flex employees are not eligible to participate in any benefits program at the College, including tuition reimbursement, tuition waiver, health insurance or paid time off. Part-time flex employees are eligible to register for classes and programs at the College at the in-district rate.

CLASSIFICATION OF EMPLOYEES

- b. **Temporary Employees** - Temporary employees are not eligible to participate in any benefits program at the College, including tuition reimbursement, tuition waiver, health insurance or paid time off.
- c. **Grant-Funded Employees** – Grant-funded employees are eligible for salaries and benefits only as specified in their individual employment contract or notice of assignment.
- d. **Student Workers** – Student Workers are not eligible to participate in any benefits program at the College, including tuition reimbursement, tuition waiver, health insurance or paid time off.

Adopted 03/21/78

Amended 06/29/79

Amended 04/26/16

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EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The College of Lake County affirms and adheres to a policy of equal opportunity in all aspects of education and employment.

With regard to employment, the College of Lake County has two (2) equal and compatible commitments:

01. To maintain the highest professional standards by employing competent, qualified individuals.
02. To employ individuals without regard to race, color, sex, age, creed, national origin, non-disqualifying disability, or veteran status.

The College of Lake County will ensure that no discriminatory hiring and employment practices be maintained and that affirmative action be taken in the College's personnel recruitment practices. The College's dedication to Equal Opportunity and Affirmative Action includes all employment practices, e.g., recruitment, appointment, promotion, compensation, and dismissal.

Adopted 03/27/79
Amended 08/26/80

RECRUITMENT, PROMOTION AND TRANSFER

In alignment with the College mission, vision and values, College of Lake County is committed to recruiting, retaining, recognizing and developing a highly qualified workforce of individuals who reflect the diverse student population and Lake County community served.

Positions may be filled using an external or internal competitive hiring process or employees may be appointed to a temporary assignment, promoted, transferred, or reassigned at the discretion of the College, subject to the following:

- The Total Rewards Philosophy which supports and empowers employee innovation, creativity, professional and personal development, career progression and skill mastery;
- In compliance with associated Board policy;
- In compliance with appropriate laws and regulations; and/or
- In compliance with any applicable collective bargaining agreements.

Except as otherwise may be provided in a collective bargaining agreement or at the discretion of the College, an employee must have completed the initial probationary period in their appointed position to be eligible to apply for another position. As applicable, candidates must complete and submit an electronic application and all required documents to be considered for employment in a particular position.

Adopted 01/25/83
Amended 09/28/2021

Human Resources

Appointment of Administration & Staff

It is essential that a continuous program of recruitment and an established procedure of appointment of personnel be in effect. The establishment and general supervision of such a program and procedure is a major responsibility of the President. As soon as openings are known, the appropriate vice president or Executive Leadership Team member shall inform the President of anticipated position openings.

Selection of an applicant to be recommended for employment is the responsibility of the appropriate administrative head in consultation and coordination with Human Resources. Full-time personnel shall be appointed by the Board, upon the recommendation of the President.

In the unusual case where circumstances warrant appointment without delay to fill a position critical to carry out the functions of the College, the President may tentatively appoint an individual to fill such critical position. The President will promptly notify the Board of Trustees of the appointment. If any Board member wishes a full Board consideration of the appointment, that member shall notify the President and Board Chair of the request within 48 hours of the President's notification, and a special Board meeting will be scheduled to consider the appointment. In the absence of such notice, the appointment will be final. The President will publicly report the appointment to the Board at the next regular Board meeting.

The Board authorizes the President to make part-time and temporary appointments, which shall be reported to the Board at the next regular or special meeting of the Board.

Human Resources

Appointment of Instructional Staff

Appointment of new personnel must conform to well-established policies if the task is to be done well and undue confusion avoided. Appointment of new personnel shall be governed by the following policies:

1. The Board of Trustees, as the official appointing body of the institution, will review major appointments recommended by the President and will delegate authority to the President to make other appointments which will be reported to the Board for blanket resolution approval.
2. Appointments to full-time faculty will be reviewed individually by the Board.
3. In the unusual case where circumstances warrant appointment without delay to fill a position critical to carry out the functions of the College, the President may tentatively appoint an individual to fill such critical position. The President will promptly notify the Board of Trustees of the appointment. If any Board member wishes a full Board consideration of the appointment, that member shall notify the President and Board Chair of the request within 48 hours of the President's notification, and a special Board meeting will be scheduled to consider the appointment. In the absence of such notice, the appointment will be final. The President will publicly report the appointment to the Board at the next regular Board meeting.
4. The Board delegates to the President the authority to make appointments to the part-time teaching staff, after consultation with the Vice President for Academic Affairs.
5. When the President makes such appointments, he/she shall report them to the Board at its next regular or special meeting for confirmation by blanket resolution. It shall be assumed that appointments recommended or made by the President shall be within the budget unless reported otherwise.

Legal Reference:

Illinois Public Community College Act
110ILCS 805/3-26: Chief administrative officer, personnel
and teachers – Appointment and salaries



3.1.3 Authority to Hire

adopted: Nov-2008

last revised: Feb-2019

The Board of Trustees shall approve the employment of people in the following classifications and positions: Full-Time Faculty, Executive Director, Director, Dean, Vice President, and the President.

The Board of Trustees delegates to the President of the College, or the President's designee, the authority to employ people in all other categories and positions.

Related Procedures

Please Note: Any procedures listed below are internal to the college; they may contain position titles or other terminology which is designed to be meaningful for Richland employees and students. Procedures are not approved by the Board of Trustees



404.01 Appointment of College Staff

1. Administrative staff and full-time instructional faculty shall be recommended by the President subject to the approval of the Board of Trustees.
2. Support and professional/technical staff shall be interviewed and recommended for appointment by their appropriate supervisors. Salary recommendations shall be reviewed by the Chief Human Resources Officer, and all support and professional/technical staff appointments shall be subject to the approval of the President.
3. All appointments shall be within prescribed budgetary provisions and in accordance with classifications, wage rates, and schedules. Exceptions to the above shall require specific Board action.

Revised:

- 02-12-1979
- 12-19-1983
- 11-28-1994
- 06-28-2004
- 09-27-2007
- 01-24-2011