

ROCKY MOUNTAIN COLLEGE
ADMINISTRATIVE POLICY

SECTION: Human Resources

NUMBER: A-001-02-0009

AREA: Employment

DATE: 11/1/2017

SUBJECT: Job Postings

REVIEWED: 12/13/2022

I. PURPOSE

Rocky Mountain College is committed to making available for interested parties vacant positions at the institution. The following policy provides for control and equitable administration for equal employment opportunity.

II. POLICY

- A. All faculty and non-faculty positions must be posted through the Human Resource Department.
- B. The Personnel Requisition and Request for Recruitment (PRRR) must be completed and submitted to the Human Resource Department prior to any advertising, interviewing or commitment of any kind can being made.
- C. All faculty and non-faculty positions will be advertised internally for five (5) working days and externally to the appropriate medium and Job Service. In certain critical situations, as determined by the Human Resource Department, positions may be advertised as "open until filled".
- D. The Human Resource Department will screen the applicants to determine if they meet the minimum qualifications as stated in the advertisement and on the Personnel Requisition and Request for Recruitment (PRRR).
- E. When the selection process is complete and a candidate has been selected, the hiring supervisor will contact unsuccessful candidates who were interviewed and the Human Resource Department will notify all other unsuccessful candidates.

Waiver of the Posting Requirements

Under limited circumstances, waivers of the posting requirements for position vacancies may be considered. Leadership and the Human Resources Department are required to authorize and approve waiver requests. A request for a waiver of posting can be made by submitting: (1) a statement justifying the request to hire; (2) the application/resume of the recommended candidate; and (3) a detailed job description. If the required information is not provided, the waiver request may be denied. A waiver request may be approved if it meets one or more of the following criteria:

- A. Compelling circumstances exist, such that there would be no job opening in the absence of the organizational necessity or opportunity to hire the specific candidate. For example:
 - a. The offer of employment is made to a person considered a target of opportunity hire; this category includes offers to individuals distinguished in their fields.

- b. That offer of employment is made to a qualified individual to secure the recruitment or retention of the individual's tenured or tenure-track spouse or partner.
- c. The offer of employment is extended to someone identified from an existing applicant pool developed in response to a recent posting for the same job title or a position with significantly similar job duties, responsibilities and qualification. The existing pool must meet specific criteria to qualify for a waiver of the posting policy. Factors taken into consideration in evaluating the current applicant pool include the representation of women and minorities in the pool; the date the pool was established; and the similarity in responsibilities between the posted position and the new request. (The statement of justification must include the date of the previous posting and information about the composition of the applicant pool.)
- d. The offer of employment will allow a current employee who has been on an approved extended leave of absence to return to a position at the College for which they are qualified.
- e. The offer of employment implements a reasonable accommodation for a qualified current employee with a disability.
- f. The offer of employment is made to settle a grievance, complaint, or lawsuit.
- g. If the waiver request is denied, the position must be posted and filled following the College's standard hiring policy and procedure.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
 President

Approved: _____ Date: _____
 Chair / Board of Trustees