The Governing Board directs the Chancellor to establish standards to ensure that Pima Community College employs qualified faculty, staff, and administrators.

The Chancellor or designee shall adopt administrative procedures for the selection and assignment of employees. The goals of the selection process shall be to fill positions with qualified individuals in a timely manner, to ensure equal employment opportunities, and to promote diversity in the College workforce. All hires shall conform to these administrative procedures.

The Chancellor shall make recommendations to the Board for authorization of positions in any classification to be filled at the College and for the allocation of sufficient budget amounts to fund those positions. The Chancellor’s recommendation shall include at least the following information: title, job description listing of essential job functions, salary range, and justification of need. The Chancellor or designee is authorized to fill positions approved and funded by the Board or approved and funded through the acceptance of a grant.
The names of individuals hired by the College shall be submitted to the Board as an information item at the first possible regular Board meeting following the date of hire. The report to the Board shall also include, but is not limited to, title, rate of pay, start date, highest degree earned, awarding institution, and most recent previous job. Reports on administrator hires should also include all education, all relevant experience and a recruitment overview.

The Governing Board recognizes that from time to time the College needs to fill vacancies on a temporary basis as a result of an immediate need, sabbatical leaves, leaves of absence or other circumstances. Temporary assignments may be filled on an acting or interim basis. When an incumbent permanently vacates a position, a temporary assignment shall be limited to the shortest period necessary to fill the position on a regular basis. The Chancellor shall report temporary assignments to the Board as an information item at the first possible regular Board meeting following the assignment. The Chancellor shall develop administrative procedures for temporary assignments.