



Presidencia

September 17, 20012

**DEANS
DIRECTORS OF ACADEMIC COLLEGES
DIRECTORES DE ADMINISTRATIVE OFFICES**

INSTITUTIONAL POLICY FOR FACULTY RECRUITMENT, HIRING AND COURSE ASSIGNMENT

Bayamon Central University, according to its philosophy, mission and values, has high regard for the selection and recruitment of faculty with high academic standing, experience and the necessary academic credentials appropriate for institutional offerings.

Objective:

The Institution adopts the following policy for recruitment; hiring and course assignment in order to ensure that it meets the institutional humanistic-Christian philosophy, standards of academic excellence and the provisions of licensing and accrediting agencies

Definitions:

- (a) Institution – Bayamon Central University
- (b) Professor – All part time and full time faculty who offer courses in our Institution
- (c) Recruitment - official designation of a person to perform academic functions.
- (d) Employment posting - opportunity for employment: regular, temporary or substitute for full or part time.

Recruitment Protocol:

The Institution establishes a recruitment system by which faculty interested in offering courses can submit a *curriculum vitae* for evaluation. The following protocol is used for the recruitment and hiring of faculty and other human resources needed for new programs or academic offerings:

- a. Each academic college must include in its work plan and annual budget a request to hire the necessary personnel to cover the needs of the academic offerings according to their enrollment.
- b. When applying to fill existing or newly created positions, the college must indicate the number of students to be impacted and the date the program is expected to commence.
- c. The request must be considered and approved in the Work Plan Budget of the Office of Academic Affairs.
- d. The Dean of Academic Affairs submits the request to the Budget Office to identify the funds and / or the impact of the increase, if the position is newly created
- e. Once the funds are identified, the Human Resources Office publishes an internal and external employment posting setting minimum requirements which must be directly related to the job, taking into consideration that faculty who teach in a program must have a higher academic degree than the level of the program (disciplines), major or specialty to be taught.

- f. The employment posting is disseminated through the most appropriate and convenient media as determined by the institution in each case.
- g. At the conclusion of the posting deadline, the Office of Human Resources, in coordination with the Director of the College appoints an interview committee to evaluate applications and conduct interviews. This committee includes faculty from the new academic program or academic offering.
- h. The committee recommends qualified candidates to the Director of College.
- i. The College Director meets with the candidate and submits the recommendation to the Dean of Academic Affairs, who in turn submits the request for the appointment to the President.
- j. The faculty is appointed by the President of the University, under the rules established by the Faculty Handbook in Chapter V, Article 11 to 14.
- k. The Human Resources Office informs the candidate through written communication, the hiring decision and provides copies of the following documents: pre-employment documents, contract, faculty handbook and evaluation criteria to be used, Conflict of Interest Policy and / or any other documents required by the institution according to its rules, policies, regulations, by-laws and applicable laws.

Requirements for Faculty Hiring:

1. Possess a degree from an accredited institution of higher education. The degree must be higher than the level to be taught.
2. Have a minimum of two (2) years' experience, either full or part time, in the professional field of expertise.

The newly hired faculty must commit to:

1. Know and respect the philosophy, mission, vision and values of the institution, as well as policies, standards, procedures and by-laws.
2. Participate in courses, workshops and continuing education activities offered by the institution for its faculty.
3. Participate in faculty meetings, college meetings and other activities programed by the institution for its faculty.
4. Comply with continuous and systematic assessment of learning outcomes as a vehicle for course development.
5. Comply with the provisions of Executive Order 11-04 ADM: Institutional Policy to comply with the provisions of law that prohibit discrimination against people with disabilities.
6. Integrate the results of performance evaluations and student evaluations into their professional development
7. Complete and submit to the Human Resources Office all documents requested as a condition of appointment prior to the effective date of contract.

Faculty Course Assignment:

BCU assigns courses to full time and part time faculty taking into consideration the nature, the teaching-learning model, the level of program, the projected enrollment and student profile. College directors, the Human Resources Office and the Dean of Academic Affairs are responsible for verifying the validity of the academic degree. Furthermore, in compliance with the Regulations for Licensing at Higher Education Institutions in Puerto Rico force, they must also evidence that:

- a. Faculty assigned to courses have the academic preparation and professional experience for the level, program (discipline) and concentration or specialization of courses taught, namely:
 1. A bachelor's degree to teach courses in non-university certificate or associate degree and academic preparation in the specific area of courses taught;
 2. A master's degree to teach courses in the undergraduate school and the academic preparation in the specific area of courses taught;
 3. A professional degree or doctorate to offer courses at the master's degree level and professional experience related to the courses taught;
- b. In the case of exceptional merit and with permission of the President, a specialized professional who may not fully comply with the required academic credentials, may be granted a contract. These cases must present evidence of having excelled or having made significant contribution in the field related to the discipline in the program area.
- c. In the case of difficult recruitment and with the permission of the President, a contract may be given to professionals who have the training, knowledge and professional experience to teach the courses, although he/she may not fully comply with the required academic credentials. It is necessary to evidence that the position is of difficult recruitment.

It is also necessary to comply with the policy of maximum academic load and the number of preparations for full-time and part time faculty.

Effective Date:

This policy is in effect immediately and repeals any previous guidelines, rules, policies or procedures conflicting with what is provided herein.

Approved:


Lillian Negrón-Colón, Ph.D.
President

LVC/djm