



# Santa Fe College Rules Manual

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**Title: Criteria for Selection and Evaluation of Full-Time Administrative, Faculty, and Technical and Professional Positions Rule 3.3**

General Authority: FS 1001.64(4)(6)(18), 1001.65(3), 1012.855

Law Implemented: FS 1001.64(4)(6)(18), 1001.65(3), 1012.855

Effective Date: April 16, 2003

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**Purpose:** To state college policy for selection and evaluation of administrative, faculty, and technical and professional positions, and identify the Office of Human Resources as the records custodian of the selection and evaluative processes.

Santa Fe College is an equal opportunity, non-discrimination employer committed to open access, academic excellence, and cultural and ethnic diversity. Human Resources and the administrative leadership shall collaboratively develop comprehensive advertisement, recruitment, and search strategies designed to attract a diverse pool of applicants.

Selection of full-time administrative, faculty, and technical and professional positions shall be based on criteria related to the basic position descriptions, past related professional experience, academic credentials, and expected performance. The specific standards for each position shall include clearly defined criteria that are objective in nature and directly related to duties and responsibilities of the position.

The duties and responsibilities for each position are set forth in the Standards for Planning and Performance and are located in the Office of Human Resources. Evaluations will be conducted annually, based on the Standards for Planning and Performance and the Standards of Excellence, and will be housed in the Office of Human Resources.

Specific procedures for the search, screening, and hiring of full-time administrative, faculty, and technical and professional positions shall be approved by the President and maintained in the Office of Human Resources.

#### Rule History

April 2003 (410.352)

November 2001 (410.319)

August 1982 (410.98)