



**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522**

BOARD POLICY

TITLE:	Recruitment, Selection and Appointment of Faculty and Staff
CODE:	3005
DATE ADOPTED:	July 1991
DATE REVIEWED:	Jan 2007; May 2010; Mar 2022; Sept 2022
DATE AMENDED:	Feb 2007; May 2009; June 2010; Sept 2019; April 2022; Oct 2022

It is the policy of Southwestern Illinois College to recruit and to appoint the best qualified individual for each faculty and staff position.

The Board of Trustees delegates to the administration the tasks of recruitment, screening and recommendation of candidates. The Board of Trustees reserves to itself the responsibility for approving the formal employment appointment.

No faculty or staff positions, whether full-time, part-time, adjunct or temporary, will be filled without formal approval by the Board of Trustees. In most cases the effective date of employment will follow Board action. All recommendations to create, advertise and appoint a faculty or staff position must be submitted to the Personnel, Programs and Services Committee of the Board of Trustees prior to submission to the Board of Trustees for formal approval. Positions can be advertised post receiving authorization from the Personnel Committee to advertise.

The recruitment plan for all full-time faculty and staff positions must include the internal dissemination of a vacancy announcement describing the available position. Electronic advertisements and other appropriate media will be utilized for full-time faculty positions and may be utilized for other full-time positions as needed.

Administrative recommendations for filling full-time faculty and staff vacancies shall be made to the Personnel Committee of the Board of Trustees in accordance with Administrative Procedure 3005AP. Administrative recommendations for adjunct faculty, part-time and temporary faculty and staff appointments must be made to the Personnel Committee and ratified by the Board of Trustees on a monthly basis.

Notwithstanding the foregoing, in emergency circumstances only, the College President may immediately hire faculty or staff positions, whether full-time, part-time, adjunct or temporary, without utilizing the foregoing process, provided that such emergency hires must be submitted for ratification by the SWIC Board of Trustees at its next regular meeting.

SWIC Retirees or Other SURS Annuitants

Southwestern Illinois College recognizes and greatly values the considerable experience, knowledge and skills of its workforce. Retirement from the College is at the discretion of the employee. Retirement by the employee requires separation from the College and generally concludes the person's employment with the College. Employment of a SURS annuitant is limited and the College shall not incur any employer contribution, penalty, and/or additional liability/obligation at the College to SURS under Illinois law (i.e. 40 ILCS 5/15-139.5) and/or SURS Administrative Rules.

Current provisions within the rules of the State University Retirement System (SURS) permit rehiring of employees who have retired from a SURS-covered institution, but State law creates restrictions and adds additional costs to the College in some circumstances. The College complies with the applicable State statutes and rules governing the re-employment of SURS annuitants. The College reserves the right to ensure compliance with Illinois law and SURS rules in order to avoid any employer contribution, penalty, and/or additional liability/obligation of the College to SURS under Illinois law and/or SURS Administrative Rules that may result from the employment of annuitants.

The following criteria must be met when hiring a SWIC retiree or other SURS annuitant:

- Proposed employment must be approved in advance by the SWIC Board of Trustees upon the recommendation of the President. The College will not hire an annuitant without prior approval.
- Any proposal to employ a SWIC retiree or SURS Annuitant must be accompanied by a completed Statement of Applicant's State Universities Retirement System (SURS) Status and Proposal for Re-Employment of a SURS Employer Retiree forms.

Nothing in this policy is intended to prevent SWIC retirees or other SURS annuitants from being selected for College jobs at competitive salaries through open and competitive search processes. Such appointments, and any other employment of SURS annuitants beyond the circumstances defined in this policy, will remain subject to the Illinois Pension Code, including Public Act 97-0968, and will require prior approval by the SWIC Board of Trustees through the process described herein.