

**SOUTHWESTERN ILLINOIS
COLLEGE
DISTRICT 522
BOARD POLICY MANUAL**

**POLICY
STATEMENT**

POLICY ISSUE: Staff Qualifications

POLICY CODE: 3006

DATE ADOPTED: July 1991

DATE(S) REVIEWED: August 2010

DATE(S) AMENDED: September 2010

It is the policy of Southwestern Illinois College that qualified persons be recruited and retained in administrative, professional, technical, and support staff positions. Qualifications detailing the position specifications related to educational attainment, prior work experience, knowledge, skills and abilities shall be developed for each position by the immediate supervisor and shall be approved by the Human Resources Office in consultation with the appropriate Vice President. In accordance with the Equal Employment Opportunity Policy and the Affirmative Action Plan, these positions specifications shall not contain arbitrary qualification standards which would serve to eliminate otherwise qualified members of protected groups.

When advertising and other recruitment activities are conducted to attract applicants for college positions, the position specifications shall be made known to potential applicants. When screening activities are conducted as part of the selection process, they shall be done in an impartial manner with a consistent application of the qualification standards.