



Office of Human Resources Memorandum

To: All Employees

From: Gerry Tucker, Vice President Human Resources

Date: November 16, 2009

Re: Round Rock Campus Positions

In preparation for the opening of the Round Rock Campus, the administration has identified positions that will be filled for that campus. As promised, the campus will be staffed with new non-faculty positions to support the operations. Faculty positions will be advertised within the regular faculty hiring process.

Non-Faculty Positions

There will be three processes used to fill non-faculty positions as follows:

1. **Departmental transfers**—new positions that have the exact job description under one supervisor (or department) may be filled by departmental transfer. These are lateral transfers with no impact on compensation or benefits.
2. **Internal ACC posting**—if there is a similar job position on several campuses, and the job title falls under different supervisors, the position may be posted internally to the college.
3. **External Postings**—Supervisory and all other positions should be posted to the HR website for the internal and external community.

Faculty Positions

The following faculty positions will be advertised as follows:

- Head Librarian—External posting—to be filled by July 7, 2010.
 - Counselors (6 positions)—Internal posting—to be filled by June 7, 2010.
- These positions are included in our regular faculty ads.
- Reference Librarian (3 positions)—Internal Posting—to be filled by August 1, 2010.
- Any position not filled by internal posting will be posted externally.

Procedures

I. Department Transfers

- The Office of Human Resources will post positions available for department transfer on the HR website. A notice will be sent to the eligible employees based on job title. The notice will specify the deadline for submission of a letter of interest and resume to be sent to HR Employment.
- HR Employment will deliver the letters of interest and resume to the hiring supervisor. Each applicant will be interviewed by a committee of three individuals. The committee is composed of the supervisor and two other employees. The committee must be approved by the Vice President or Executive Vice President.
- The committee should review the letter of interest, resume, employee evaluations and departmental file, as appropriate. The same review process must be used for all applicants.
- After the interview, the committee will make a recommendation to the Vice President and/or the Executive Vice President. The Vice President or Executive Vice President must approve the selection and notify HR Employment.
- HR Employment will process the paperwork. The position must be a lateral transfer. HR Compensation will make the job offer and coordinate the start date.
- If a position is not filled through department transfer, the position will then be posted externally.

II. Internal Postings

- The administration has identified the positions to be posted internally. HR Employment will post the positions and notify all employees via email. An announcement also will be made in HR Connections of the website for the application. All qualified employees may apply for these positions.
- HR Employment will send the application materials to the supervisor through eHire. The supervisor will form a committee (the hiring supervisor and two other employees) to review the applications and make a recommendation. Each committee member must complete an evaluation form on each applicant.
- The recommendation shall be sent to the Vice President and Executive Vice President for approval. Upon approval, the Vice President or Executive Vice President shall submit the paperwork to HR Employment.
- HR Employment will process the paperwork. HR Compensation will conduct the placement and notify the hiring supervisor of the placement. HR Compensation will then make the job offer and determine the start date.

III. External Postings

- Positions that are posted to the public will follow the usual posting process. Employees will be notified, via HR Connections, when the positions have been posted.

IV. Time Table

Positions will be filled based upon the lead time needed to prepare for the opening of the campus. Department transfers will be posted first, and then if not filled, the positions will be posted for the public. The schedule is as follows, (but is subject to change based upon campus operations):

1. Positions to be filled by **June 7, 2010**—Departmental transfer notices will be posted on or about March 1, 2010. Decisions will be made no later than **May 17, 2010**.
2. Positions to be filled by **July 5, 2010**—Departmental transfer notices will be posted on or about March 1, 2010. Decisions will be made no later than **June 7, 2010**.
3. Positions to be filled by **August 2, 2010**—Departmental transfer notices will be posted on or about March 1, 2010. Decisions will be made no later than **July 5, 2010**.
4. Positions to be filled by **September 1, 2010**—Departmental transfer notices will be posted on or about June 4, 2010. Decisions will be made no later than **August 16, 2010**.

Attached you will find a listing of the positions, department, type of posting and timetable. HR Employment will coordinate notices to employees so that all employees are knowledgeable about opportunities at the Round Rock Campus. Employees may visit the HR website and look for notices in HR Connections.

If you have additional questions, please contact your administrator or Erica Breedlove, HR Employment Manager, ebreedlo@austincc.edu.