Principles of Accreditation

Compliance Report

Chipola College Compliance Audit Report

SACS Comprehensive Standard 3.2.9

3.2.9 - Faculty/Staff Appointment

The institution defines and publishes policies regarding appointment and employment of faculty and staff.

Judgment of Compliance

☒ In Compliance

Statement of Rationale for Judgment of Compliance

Chipola College has defined and published policies regarding appointment and employment of faculty and staff. The Human Resources Office oversees all processes associated with recruitment and selection of new employees, the continued employment of all full-time and part-time personnel, and the evaluation of all personnel.

Human Resources Office personnel lead the college’s efforts to achieve Institutional Goal 5 in the college’s expanded Statement of Mission and Purpose, which states that the college will “encourage staff and organizational development by supporting an efficient and productive work environment where employees demonstrate competence, integrity, and professional excellence.”

Chipola District Board of Trustees Policy 4.010: Employment of Personnel ([1]) states that the college President has the authority to recommend employment of personnel, “subject to rejection for cause” by the District Board of Trustees and to the provisions of Florida Statutes 1001.64, 1001.65, ([2a]; [2b]), and 1012.855 ([3]). The same policy delegates to the President the authority to fill any vacancy until the next regularly scheduled meeting when a formal recommendation for appointment can be made to the Board. It also grants authority to approve student assistants employed through the Financial Aid Office.

All hiring procedures are outlined in IMM #12 - Hiring Procedures ([4]), which states that the college is an equal access/equal opportunity employer and outlines nine steps which ensure that “the person with the best qualifications is recommended and that all applicants have an equal opportunity in the hiring process.” The college uses a search committee process in hiring all positions on the official Table of Personnel (TOP). This process is also outlined in IMM#12.
Working conditions for faculty members are negotiated by the Chipola Faculty Association and defined in Agreement Between the Chipola College District Board of Trustees and the Chipola Faculty Association ([5]). Faculty employment is addressed in Policy 4.020: Certification of Personnel ([6]), which states that full-time and part-time instructional and administrative personnel must comply with the accreditation requirements of the Southern Association of Colleges and Schools (SACS) and the college’s faculty credentialing procedure, as outlined in the Chipola College Faculty Credentialing Guidelines ([7]).

All policies, IMMs, and contracts affecting the employment of personnel are available for reference by college employees in folders on the college’s Intranet.

**Ethics and Compliance Program:** The college has instituted an Ethics and Compliance Program, including a Code of Conduct ([8]) to detect, prevent, and correct employee misconduct or any deviation from Chipola’s Principles of Professional Conduct. The Ethics and Compliance Program was developed in consultation with Dr. Kenneth Johnson, Esq. of the Ethics Resource Center, Washington DC. The program is a comprehensive, balanced approach to compliance management. Its main features are (1) risk assessments by administrators at the highest levels where important decisions are made and, therefore, risks are greatest; (2) a hot-line for reporting possible illegal or inappropriate behavior and a process for addressing such reports; (3) conscientious commitment to prevention, detection, and appropriate response to misconduct; (4) appropriate procedures for response to misconduct, and (5) promotion of an organizational culture that encourages ethical conduct and a commitment to compliance with the law and the principles of the college. See also CS 3.2.8 - Qualified Administrative/Academic Officers for examples of Chipola’s task-specific job descriptions.

**Documentation:**

[1] [District Board of Trustees Policy 4.010: Employment of Personnel](#)

[2a] [Florida Statutes, Section 1001.64. Community College Boards of Trustees; Powers and Duties](#)

[2b] [Florida Statutes, Section 1001.65. Community College Presidents; Powers and Duties](#)

[3] [Florida Statutes, Section 1012.855. Employment of Community College Personnel](#)

[4] [Chipola College IMM #12 - Hiring Procedures](#)
[5] CFA Contract: Agreement Between the Chipola College District Board of Trustees and the Chipola Faculty Association


[7] Chipola College Faculty Credentialing Guidelines

[8] Chipola College Code of Conduct Program