

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: SELECTION OF ALL COLLEGE STAFF**

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**Administrative Procedure Number: 613.08**

**Date adopted: 8/1/75 Revised: 1/17/95, 3/11/11**

Standards for Selection of Personnel

- A. In considering candidates for appointment to instructional, instructional support, or administrative positions, consideration shall be given to evidence that the candidate possesses:
1. Demonstrated scholarship or technical skill that represents appropriate study or training in the area of assignment.
  2. Recognized expertise as a practitioner as provided by reports of former associates and supervisors.
  3. A demonstrable understanding and acceptance of the role he/she plays as a partner in an educational enterprise to serve the best interests of the students.
  4. A demonstrable understanding and acceptance of the mission and character of the community college.
  5. An ability to perform his/her assigned duties in a manner consistent with the goals of the institution and the community college system.
  6. Personal characteristics that contribute to his/her ability to promote the welfare of the students, the institution and the community college system.
- B. In the area of specialization the following guidelines shall prevail:
1. Instructors in disciplines for which advanced preparation programs are normally available should hold no less than the equivalent of a master's degree from an accredited college or university.
  2. Instructors in disciplines for which advanced preparation programs are not normally available should have appropriate training and related work experience that in the judgment of the president represents the equivalent of a master's degree.
  3. Administrative officers, in addition to the qualifications required of instructors, should have advanced training or experience relevant to their assigned duties.
  4. Instructional support personnel, including student personnel services, and library and learning resource center specialists, should possess qualifications represented by at least one year of post-baccalaureate degree preparation in an accredited college or university.