



Northern Marianas College Procedure

Procedure No.: 5002.3 Procedure Title: Vacancy Announcements
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
Office of Origin: Human Resources Office
Procedure Approval Authority: President
Board Policy No. Associated with this Procedure: 5002
This Procedure Supersedes/Replaces: 2011 BOR Policy Part III.A

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This procedure guides the Human Resources Office with respect to preparation and distribution of Vacancy Announcements.

Areas of Responsibility Upon receipt of a fully executed Position Justification Form, the Human Resources Office shall be responsible to prepare and publish a vacancy announcement.

Procedure details In order for the College to implement the principles of good employment practices, and to attract and hire highly qualified personnel for all positions, with the exception of emergency hires for short terms (less than six (6) weeks), all positions must be publicly announced before being filled. Emergency short term hires shall be limited to unavoidable circumstances and shall only be used to fill a vacancy while it is being publically announced and normal recruitment procedures are being followed to fill it in the ordinary course of business.

Vacancy announcements shall contain, at a minimum, the following information:

- Class, title, salary range and duty station of the position.
- Listing of the material duties and responsibilities of the position.
- Minimum bona fide occupational qualifications for the position to include general experience, specialized experience, education, and other qualitative evaluation elements as deemed appropriate and necessary for the position.
- Instructions on how to apply for the position including place to apply, form of application required, and documentary support required.
- Deadline for submission of application.

Vacancy Announcements will be advertised for fifteen (15) calendar days. The President may shorten the fifteen (15) day announcement requirement on a case-by-case basis. This period may be extended by the relevant Department Chair, Director, President or Dean if the response has been inadequate.

Optimum publicity shall be given to position vacancy announcements through posting in the Human Resource Office, on the NMC website, and at such other places as may be designated by the Director of Human Resources (e.g., official bulletin boards in offices or work places). In addition, public announcements through national, regional, and local venues, and other media such as the Chronicle of Higher Education, Higher Education Jobs, etc., should be considered, depending on the position being advertised. Recruiting departments will be responsible for funding advertising expenses.