

## **CFOT FACULTY APPOINTMENTS, AND EMPLOYMENT PROTOCOL**

Through the following adopted and instituted policies and procedures, CFOT has an established and documented protocol for the hiring and appointment of faculty members in compliance with ACCJC standards and in accordance with the standards, policies, and procedures of The Salvation Army.

### **Identification of Faculty Positions and Officer Candidates in Advance**

The College Training Principal has the authority as part of the search and screening process to review the availability and credentials of Officers from the entire Salvation Army Western Territory. Each fall, the Territory solicits input from the total Western officership about interests and intentions. Each officer completes survey profile data annually and inputs the data into an Appointments Scenario Builder software system. This provides the CFOT Training Principal with early and easy access to the qualifications and interests of a pool of candidates who have expressed an interest in possibly teaching at CFOT.

The Training Principal consults with the Director of Education regarding future needs in the academic area and consults with the Assistant Principal, the Director of Personnel, the Director of Mission and Ministry, and the Director of Business Administration regarding operational staffing needs. The Training Principal has a clear role in intentional planning for future officer placement given the rotation of staff due to transfers, retirements, or resignations.

These efforts are supported by a commitment to collaboration with all department heads to communicate directly and in a timely manner regarding future support positions as well as college officer faculty staffing needs.

The Training Principal is a standing committee member of the Territorial Appointments Board and in that capacity makes recommendations for officer transfers and placement of the entire Western Territory, not simply the college. The Training Principal's consultation with the respective department heads at CFOT is critical to the final selection and placement of officers. Officers must meet the minimum qualifications in the teaching area of their assignment. Such selections and appointments are announced in May of each year depending on the needs of the College and the Territory.

### **Selection and Hiring of Non-Officer Faculty**

The Human Resources Committee has a distinct role in facilitating recruitment of non-officer faculty. The Training Principal has the role of negotiating the appointment of Officer faculty. All full-time non-officer faculty positions are posted externally in vehicles such as the Chronicle of Higher Education, or at local community colleges and/or selected four-year undergraduate colleges and Salvation Army Centers for consideration of academically qualified professional staff. Adjunct recruitment is done in consultation with adjacent community colleges, and Marymount College has been especially helpful in referring such candidates for consideration.

The Director of Education in coordination with Human Resources provides oversight of the selection and hiring of non-officer faculty. This includes the determination of required qualifications, the external posting of the position, and the formation and supervision of a hiring committee. Additionally, Salvation Army Western Territory policies and procedures regarding the selecting and hiring of new employees are followed.