

SUBCHAPTER 300. EMPLOYMENT/HIRING PRACTICES

1C SBCCC 300.1 PRESIDENTIAL SELECTION PROCESS

- (a) Once a college presidential vacancy occurs or is anticipated, the board of trustees shall notify the System President and invite the System President or the System President's designee to meet with the board of trustees to discuss legal requirements and other procedural matters while also providing technical assistance to the board of trustees as needed.
- (b) In the selection of the college president, the board of trustees shall, at minimum, consider general input from college and community stakeholders on the desired attributes of a college president and evaluate more than one candidate for the position. The State Board may waive this requirement at the request of the board of trustees if the State Board determines it is in the college's interest to do so.
- (c) The board of trustees shall submit at least one candidate to the System President for review at least ten business days prior to the next regularly scheduled SBCC Personnel Committee meeting or at least ten business days prior to a special called SBCC Personnel Committee meeting.
- (d) While completing the review process, the System President or the System President's designee shall confirm that the board of trustees completed a background check to include the following:
 - (1) Social security number verification,
 - (2) Criminal history check,
 - (3) Civil litigation history check,
 - (4) Education verification,
 - (5) Employment verification, and
 - (6) Personal credit history check.
- (e) Upon completion of the review process, the System President shall present the name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration and assessment.
- (f) Following consideration and assessment of the candidate(s), the Personnel Committee of the SBCC or the SBCC shall authorize the System President to

communicate the Personnel Committee's or the SBCC's assessment to the board of trustees.

- (g) The board of trustees shall proceed with the final election process and submit the board of trustees' final election to the SBCC for approval. The board of trustees shall submit the board's recommendation in writing to the System President at least five business days prior to the next meeting of the SBCC.
- (h) The SBCC shall act upon the board of trustees' election at the SBCC's regularly scheduled meeting following receipt of the local board's election unless delayed for cause as determined by the SBCC.
- (i) The System Office shall convey in writing to the chairman of the board of trustees the SBCC's action on the board of trustees' election. The action of the SBCC is final.
- (j) Until the SBCC votes to approve the final candidate and communicates its approval to a college, no college shall publicly communicate or publicly confirm or deny the name of the final candidate submitted to the SBCC for approval.
- (k) No college shall execute a contract prior to SBCC action to approve the local board's presidential election without a provision specifying that the effective date of the contract is subject to the SBCC's approval of the presidential election.

History Note: Authority G.S. 115D-5 and 115D-20

Eff. [October 1, 2018](#).

Amended Eff. [February 1, 2020](#).

1C SBCCC 300.2 EVALUATION OF PRESIDENTS

- (a) Methodology and Instrumentality. Each local board of trustees shall evaluate the performance of its president annually. The evaluation instrument and methodology shall be selected by the local board, but the evaluation shall, at a minimum, include the following categories:
 - (1) General administration;
 - (2) Relationships including:
 - (A) Internal relationships with faculty, staff, students, and trustees; and,

- (B) External relationships with business and industry, the media, governmental bodies, and the general public;
 - (3) Personal attributes;
 - (4) Personnel administration;
 - (5) Fiscal and facilities administration; and,
 - (6) Academic administration.
- (b) Reporting Requirements. Prior to June 30 of each year, each college board of trustees shall, in writing, notify the State Board of the following:
- (1) The time period for which its president was evaluated and the date the evaluation was completed;
 - (2) Description of the methodology used for the evaluation;
 - (3) Certification that the evaluation included a written assessment of the president's performance in each of the categories identified in Paragraph (a) of this Rule;
 - (4) Certification that the full board received a copy and discussed the evaluation results and the results were discussed with the president;
 - (5) Certification that the full board received a copy of and reviewed the president's contract if the president has a contract;
 - (6) A listing of board members in attendance at the meeting when the president's evaluation was conducted; and
 - (7) Certification that appropriate action, as defined by the local board, has been taken if the president's performance is less than satisfactory in any of the categories identified in Paragraph (a) of this Rule.
- (c) If the president has a contract, local boards of trustees shall note in the meeting minutes that they have reviewed the president's contract.

History Note: Authority G.S. 115D-5; 115D-20;

Eff. September 1, 1993;

Amended Eff. [October 1, 2018](#), October 1, 2006.

Eff. [November 5, 2019](#).

1C SBCCC 300.3 FACULTY STANDARDS

(a) General

- (1) Colleges shall employ faculty members consistent with the standards established by the Southern Association of Colleges and Schools Commission on Colleges.
- (2) Colleges shall determine appropriate teaching and non-teaching loads for faculty and for technical assistants to the faculty consistent with standards established by the Southern Association of Colleges and Schools' Commission on Colleges.
- (3) The standards established by the Southern Association of Colleges and Schools Commission on Colleges as documented in the Principles of Accreditation: Foundations for Quality Enhancement, current edition, is hereby adopted by reference to apply to community colleges, including any subsequent amendments, editions, and associated guidelines

(b) Instructors for Extension Emergency Services Training. All instructors in the area of Emergency Services Training must be qualified as established by the respective emergency services certifying agency. Emergency services training means training delivered to personnel in law enforcement, fire and rescue services, and emergency medical services agencies.

History Note: Authority G.S. 115D-5.

Eff. February 1, 1976;

*Amended Eff. March 1, 2007; July 1, 1998; September 1, 1993;
August 17, 1981; September 30, 1977.*

Amended Eff. [January 1, 2020](#).

1C SBCCC 300.4 RE-EMPLOYMENT OF RETIRED PERSONS

Retired persons may be re-employed in accordance with social security regulations, and policies regulating the State Employees' Retirement System.

History Note: Authority G.S. 115D-5; 115D-22;

Eff. February 1, 1976.

Eff. [November 5, 2019](#).

1C SBCCC 300.96 ADMINISTRATIVE

REPEALED by the State Board of Community Colleges, eff. 1 January 2020.

History Note: Authority G.S. 115D-1; 115D-2; 115D-5;

Eff. February 1, 1976;

Amended Eff. August 17, 1981; September 30, 1977.

Repealed Eff: [January 1, 2020.](#)