



Board Policy: Selection and Appointment of all College Employees	Policy Number: BP02: 03.031
Article: 2.) Governance and Administration Section: 3.) Human Resources	Adopted by the BOT: 11/08/1999 Reviewed:
Applicable WAC/RCW: <u>WAC 131.16.080 ; RCW 49.60.200</u>	Page 1 of 2

BP02: 03.031 Selection and Appointment of All College Employees

The President or designee shall have the authority to adopt and publish a statement of personnel selection practices and standards governing all faculty, administrative, and exempt personnel, which is designed to ensure high standards of excellence in all phases of operations, and satisfy the standards of regional and national accrediting and professional associations. Such personnel practices and standards shall be consistent with WAC 131–16–080.

WAC 131.16.080: General standards of qualifications for community and technical college personnel

Prior to employment of candidates to perform professional services in Washington community and technical colleges, the district board of trustees shall establish that the candidate possesses:

- (1) Scholarship and/or technical skill that represents appropriate study, training, and skills in the proposed area of assignment,
- (2) Expertise as a practitioner as evidenced by reports of former associates and supervisors,
- (3) A demonstrable understanding and acceptance of the role to be played as a partner in an educational enterprise serving the best interests of the students,
- (4) A demonstrable understanding and acceptance of the mission, role, and character of the community or technical college,
- (5) The ability to perform assigned duties in a manner consistent with the goals of the institution and the community and technical college system, and
- (6) Personal characteristics that contribute to the ability to promote the welfare of the students, the institution, and the state of Washington.

[Statutory Authority: Chapter [28B.50](#) RCW. WSR 98-23-051, § 131-16-080, filed 11/13/98, effective 12/14/98. Statutory Authority: RCW [28B.50.090](#) (7)(a). WSR 91-21-009 (Order 134, Resolution No. 91-27), § 131-16-080, filed 10/4/91, effective 11/4/91; WSR 80-13-011 (Order 82, Resolution No. 80-14), § 131-16-080, filed 9/8/80; Order 22, § 131-16-080, filed 11/27/73; Order 5, § 131-16-080, filed 12/12/69.]

RCW 49.60.200: Unfair practices of Employment Agencies

It is an unfair practice for any employment agency to fail or refuse to classify properly or refer for employment, or otherwise to discriminate against, an individual because of age, sex, marital status, sexual orientation, race, creed, color, national origin, citizenship or immigration status, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, or to print or circulate, or cause to be printed or circulated any statement, advertisement, or publication, or to use any form of application for employment, or to make any inquiry in connection with prospective employment, which expresses any limitation, specification or discrimination as to age, sex, race, sexual orientation, creed, color, or national origin, citizenship or immigration status, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, or any intent to make any such limitation, specification, or discrimination, unless based upon a bona fide occupational qualification: PROVIDED, Nothing contained herein shall prohibit advertising in a foreign language.

[[2020 c 52 § 12](#); [2007 c 187 § 11](#); [2006 c 4 § 12](#); [1997 c 271 § 12](#); [1993 c 510 § 14](#); [1973 1st ex.s. c 214 § 9](#); [1973 c 141 § 12](#); [1971 ex.s. c 81 § 5](#); [1961 c 100 § 3](#); [1957 c 37 § 11](#). Prior: 1949 c 183 § 7, part; Rem. Supp. 1949 § 7614-26, part.]