

**5.5**

**The institution publishes and implements policies regarding the appointment, employment, and regular evaluation of non-faculty personnel. (*Personnel appointment and evaluation*)**

### Rationale and Notes

This standard indicates that institutions will publish policies describing conditions of appointment, employment, and evaluation that are periodically assessed and widely disseminated to demonstrate that the institution employs non-faculty personnel with sufficient qualifications to maintain its operations and to support the achievement of goals consistent with its educational mission. There is an expectation that an institution consistently follows its own policies.

#### NOTES

*This standard does not apply to all full-time and part-time faculty [see Standard 6.3 (Faculty appointment and evaluation)]. The standard also does not apply to the institution's CEO [see Standard 4.2.c (CEO evaluation/selection)], nor does it apply to administrative and academic officers [see Standard 5.4 (Qualified administrative/academic officers)].*

*This standard is generally not applied to student workers, graduate assistants, and similar positions.*

### Questions to Consider

- Have personnel policies at the institution been approved through appropriate channels?
- Are the policies published and made accessible to persons affected by the policies?
- Can the institution demonstrate that it consistently follows its own policies and procedures regarding employment and evaluation of non-faculty personnel?
- Is there evidence regarding all three areas cited in the standard (appointment, employment, evaluation)?
- Are policies and procedures kept current through periodic review?

### Sample Documentation

- Documents containing employment policies and procedures (e.g., employee handbooks).
- Evidence the policies are appropriately disseminated to those affected by them.
- If documentation is primarily provided electronically, details on that process and a means for reviewers to access the documents.
- Contracts, memorandums of understanding, or other agreements for outsourced services/programs.

- In cases where educational services or programs are outsourced, the mechanisms for ensuring that the practices for employment, appointment, and evaluation of personnel are comparable with those used by the institution.
- Collective bargaining agreements, if applicable.
- Evidence of a periodic review for the currency of such policies.
- Examples of how the institution ensures policies and procedures are implemented and enforced (e.g., search committee operations, HR office operations, a sample of redacted completed evaluations and not blank forms).

### **Reference to SACSCOC Documents, If Applicable**

This standard requires a policy or procedure; see Appendix A of this document for implications.

See also:

SACSCOC good practices: [Developing Policy and Procedures Documents](#)

### **Cross-References to Other Related Standards/Requirements, If Applicable**

Standard 4.2.c (*CEO evaluation/selection*)

Standard 5.4 (*Qualified administrative/academic officers*)

Standard 6.3 (*Faculty appointment and evaluation*)