

**MAINE COMMUNITY COLLEGE SYSTEM**

**PERSONNEL AND EMPLOYEE RELATIONS**  
**Section 414**

**SUBJECT: HIRING PROCEDURES**

**PURPOSE: To establish minimum procedures and guidance for hiring employees**

---

**A. Goal**

The Maine Community College System shall seek to appoint only the most qualified persons to fill teaching, service and administrative positions.

**B. Definition**

For purposes of this policy, “position of employment” include all full- and part-time positions of employment, but excludes positions occupied by volunteers and persons retained through temporary employment or other like agencies.

**C. Interpretation of this Policy**

This policy is intended to establish minimal standards. Hiring authorities may adopt more stringent review standards provided they comply with any pertinent collective bargaining agreement. This policy is also intended to apply only to those employees, including adjunct faculty, hired after the effective date of this policy.

**D. Requirements for Full-Time Faculty, Administrators and Confidential Employees**

No person shall be offered a full-time faculty, administrative or confidential position of employment until:

1. The person submits:
  - a. A completed standard MCCS employment application; and
  - b. An official transcript(s) from the person’s diploma- and/or degree-granting institution(s) as required by the hiring authority, provided that such institution(s) send directly to the hiring authority such certified original transcript(s) shortly thereafter; and

2. The hiring authority:
  - a. Verifies the person's employment for the preceding five consecutive years;
  - b. Contacts at least one of the references listed by the person. The hiring authority also:
    - (1) Must, if such a person has been previously employed by the MCCS, check those references listed and/or not listed from such other MCCS employment; and
    - (2) Should consider whether an applicant has not listed a reference from an entity or position that one would reasonably expect to see so listed and, as practicable, discuss such omission with the applicant and/or contact such unlisted reference; and
  - c. Conducts an online criminal records check of the person for all states in which the person resided in the prior ten year period.

**E. Requirements for Adjunct Faculty**

To the extent practicable, no person shall be offered an adjunct faculty position of employment until all of the items listed in Section D above are completed and approved. When timing renders such completion not practicable, a hiring authority may permit a person to commence teaching as adjunct faculty provided that:

1. The hiring authority conditions the person's employment upon the completion and satisfactory review within 15 business days of commencing employment of those requirements set forth in Section D above; and
2. That such review is so completed within such 15 business days.

**F. Requirements for Student Employees**

A student may be offered full- or part-time employment provided the student completes the standard MCCS employment application and the hiring authority conducts an online criminal records check for all states in which the student resided in the prior ten year period..

**G. Requirements for All Other Employees**

No other person shall be offered full- or part-time employment until the person submits and the hiring authority approves of the requirements set forth in Section D.

## **H. Rehires**

Once a person has been approved by a hiring authority for employment under this policy, the person may be rehired by that same hiring authority as follows. If the start of such subsequent employment is:

1. Less than five years from end of the previous employment, the hiring authority shall exercise its discretion in determining what updates to the requirements of this policy shall be sought from a particular person, provided that all persons in the same applicant pool shall be judged by the same standards; or
2. More than five years from end of the previous employment, a person shall be subject to all requirements of this policy, provided that a new transcript need not be submitted if the transcript previously provided still applies.

## **I. Material Misrepresentations or Omissions**

Any person who obtains MCCS employment having made a material misrepresentation or omission about that person's experience, record or other background shall be subject to discipline, up to and including termination.

---

REFERENCES: 20-A M.R.S.A. §12706 (11)

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: September 23, 2020