

Policy IV.4003.A, Filling Vacancies

Purpose

This policy addresses the process for filling vacancies at San Jacinto College.

Policy

No employee is hired to fill a specific position assignment. The Chancellor, when appropriate, has the right to assign employee duties that meet the current needs of the College. An employee may be assigned or reassigned duties for which he or she is professionally certified or otherwise qualified to perform. Reassignment may include relocation to another department, program, or location as necessary. Generally, a new assignment or reassignment will not result in a reduction in compensation. The Chancellor has the authority to promote a current employee into a position that results in an increase in compensation. The Chancellor will present assignment, reassignment, and promotion recommendations to the Board of Trustees for ratification.

For administrator positions at grades 204 and above, the Chancellor recommends to the Board, who may approve or deny the recommendation before action is taken.

For the position of Provost and Deputy Chancellor, Board members will have active involvement before the decision is made and may receive candidate materials in advance, conduct interviews, and approve contract renewals or promotions as part of the hiring process. The Board may approve or deny the recommendation before action is taken.

Full-time positions will be posted in accordance with procedure IV.4003.A.a, Job Vacancies and filled in accordance with procedure IV.4003.A.b, Interview Committee.

Part-time employees may be employed without a formal selection process as long as fair non-discriminatory employment practices are followed.

Definitions

Vacancy: An unoccupied position or job created by a promotion, transfer, exit, or newly funded position approved by the Chancellor and/or Board of Trustees.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure IV.4003.A.a, Job Vacancies

Procedure IV.4003.A.b, Interview Committee

Procedure IV.4003.A.c, Selection of a Department Chair

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Effective Date	December 2, 2025
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources
