

## **POLICY 2.39: QUALIFIED EMPLOYEES**

Sandburg offers effective, high-quality programs and hires the best-qualified candidates to meet present workforce needs and develop future human capital. Employment and promotions are offered to those individuals whose education, experience, knowledge, skills and abilities best match the requirements of the position for which they applied. The determination of the best-qualified candidate is at the college's sole discretion.

Sandburg adheres to minimum qualifications and ICCB administrative rules to meet college expectations of academic excellence and federal, state, program and college accreditors qualified faculty and staff criteria. Qualified faculty and staff will provide documentation that all academic degrees and certifications earned were awarded by accredited institutions. Faculty includes all instructors of record including:

- Adjunct
- Dual credit
- Non-tenured
- Non-tenured, tenured tracked
- Tenured

Academic Services is responsible for the final determination of compliance with this policy for all faculty. Human Resources and the appropriate hiring manager coordinate compliance with this policy for all staff.

*Original: 11/20*  
*Reviewed: 5/25*  
*Revised: 5/25*