

CAROLINAS COLLEGE OF HEALTH SCIENCES

POLICY AND PROCEDURE

BOARD

SUBJECT: PERSONNEL SERVICES

REVIEWER: Board of Directors

POLICY

The College contracts with Atrium Health for human resources, compensation, and benefits processing and services, including payroll (personnel services). Policies and procedures promulgated by Atrium Health to deliver those services in a timely, accurate, and regulatory-compliant manner are strictly adhered to. The board of directors retains the responsibility of both the selection and evaluation of the chief executive officer (president) of the college.

PROCEDURE

- A. Generally, the College adheres to Atrium Health policies covering personnel services such as applications for employment, interviewing, health care coverage, payroll, teammate actions, performance appraisals, personal/educational leave, resignation and termination.
- B. The Board delegates to the administration of the college for the development and approval of additional policies and procedures necessary to conduct the day-to-day personnel operations of the college.
- C. Upon the announcement of the resignation or termination of the college president, the board of directors will establish a timeline for the presidential hiring process. The board of directors will coordinate search and interview activities with the appropriate Atrium Health human resources representative that will align with relevant Atrium Health policies and procedures. The board of directors will identify an appropriate search committee, to include the board of directors' members as well as at least one college representative from the following groups: faculty, staff, and leadership. While the final selection of the president resides with the board of directors, the college representatives will serve to inform the board regarding college needs and reactions to selected candidates. When possible, the college community will have the opportunity to meet and provide feedback on any final candidates.
- D. The board of directors evaluates the president annually. The final evaluation will be based upon the president's self-evaluation, reported progress toward goals and objectives, and observations of performance during the review period. A final written summary evaluation will be prepared by the chair of the board of directors by December of each year. The chair of the board will provide general feedback to the president as well as summarize goals for the upcoming review period when the evaluation is presented. A signed copy will be retained in the president's personnel file.
- E. The Personnel Services policy and procedure will be reviewed at 5-year intervals.

REFERENCES

- 5.5 Personnel appointment and evaluation
- 6.3 Faculty appointment and evaluation

Related Policies to Consult

Atrium Health:

- [HR 1.02 Persons Seeking Employment](#)
- [HR 1.03 Career Growth and Job Posting](#)
- [HR 2.01 Pay Program](#)
- [HR 3.02 Healthcare Benefits](#)
- [HR 4.13 Personal/Educational Leave](#)
- [HR 5.15 Team Member Counseling](#)
- [HR 5.16 Resolution Procedure](#)
- [HR 5.20 End of Employment](#)
- [HR 6.05 Performance Reviews](#)

Related 2024 SACSCOC Standard(s)

- 4.2c CEO evaluation/selection
- 5.4 Qualified administrative/academic officers