

## Recruitment

**Responsible Unit:** Academics, Vice President's Office  
Human Resources, Associate Vice President's Office

**Date Approved:** December 2005

**Date Revised:** October 2015

As directed by the College President and the Vice President of Academics, advertisements are placed in publications such as the following to announce faculty vacancies or anticipated vacancies:

The Lexington Herald-Leader,  
The Chronicle of Higher Education, Diverse  
Issues in Higher Education, The Community  
College Times, Community College Week,  
and Inside Higher Education.

Additionally, announcements may be mailed to the following:

Bluegrass Community and Technical College Affirmative Action Mailing List (includes approximately 180 colleges and schools with large minority enrollments),

Historically black churches in the Lexington metropolitan area, Latino/ Hispanic

Association members/churches in the area,

Prior applicants (those who have applied during the last year), and

Current Bluegrass Community and Technical College part-time faculty in areas advertised.

A detailed announcement is also placed on the Bluegrass Community and Technical College web page. An online application process is now in place.

To enhance recruitment, the College may choose to advertise in special journals or mailing lists as requested by the divisions, for example, Radiologic Technology, The ABNF Journal (Official Journal of the Association of Black Nursing Faculty), ASRT Job Bank, Kentucky Department for Librarians and Archives Job Line, and Schools of Architecture.

Advertisements for regular full-time faculty positions are typically given a deadline date of 30 days from the published date of the advertisement. Temporary full-time and part-time faculty positions are advertised as "open until filled."

Efforts are made to identify faculty openings as early as possible to allow for the recruitment and hiring of exceptional faculty candidates.