**Standard III Human Resources**

|  |  |
| --- | --- |
| 1. The institution employs qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and to improve institutional effectiveness. Personnel are treated equitably, are evaluated regularly and systematically, and are provided opportunities for professional development. Consistent with its mission, the institution demonstrates its commitment to the significant educational role played by persons of diverse backgrounds by making positive efforts to encourage such diversity. Human resource planning is integrated with institutional planning. | 1. What evidence can we use to verify our compliance?   **Catalogue and list of personnel with qualifications verifiable with advertised position requirements.**  **Section XIII Performance Evaluation Policy**  **FY 2014 Employee listing noting evaluation timelines and completion**  **Educational master plan and instructional program are the basis for human resources need; VPs consult programs and budget within their areas prior to certifying a request for additional personnel. 2006 enrollment key indicator.**   1. Are there any gaps in our practices and our evidence?   **Update the 2006 enrollment key indicators**  **Diversity is not well defined**   1. What actions can we take now to eliminate the gaps?   **Need to define diversity**  **Update and utilize an enrollment key indicator in all areas**   1. **Actions taken to eliminate gaps.**   Diversity is the inclusion of things, people and places that are different that include race, gender, age, ethnicity, and different opinions. The value of diversity in the workplace at the College is reflected in the diversity of faculty and staff who represented more than 14 ethnicities, varied age groups from 20 to 72 years old, and the communication structure that ensures participatory governance in all operations at the college. |
| 1. The institution assures the integrity and quality of its programs and services by employing personnel who are qualified by appropriate education, training, and experience to provide and support these programs and services. Criteria, qualifications, and procedures for selection of personnel are clearly and publicly stated. Job descriptions are directly related to institutional mission and goals and accurately reflect position duties, responsibilities, and authority. | 1. What evidence can we use to verify our compliance?   **Credentials of faculty and staff in the catalog and with HRO**  **Job announcements are advertised worldwide online on college website, HigherEdJobs.com, local newspapers, local radio stations, Higher Education newsletter for selection high level positions, send to all department of education, human resources and others within the FSM Nation and contact at UH Hilo and GCC and UOG depending on fields of work required.**  **Functional Responsibilities for VPs and other directors are directly linked to institutional mission and goals; support staff PDs are designed to provide directly services that support the goals and missions under each department and VP.**   1. Are there any gaps in our practices and our evidence? –**timelines of advertisement and processes are not linked to budget year, supervisors choose when a vacancy will be filled which is not always when a position is vacant but much time later. Lack of an established timeline for advertisement** 2. What actions can we take now to eliminate the gaps?- Established **timelines of advertisement and processes, HR should initiate PR for all vacant position whenever one becomes available and when budget year kicks in for new positions.** 3. **Actions taken to eliminate gaps.**   Transmitted the proposed Recruitment Procedures to VPs, Management Team, HRC. |