

Procedure: 2.3.1p

Employment of Presidents

Revised: March 12, 2018; and September 15, 2010

Last Reviewed: May 14, 2025

Adopted: January 17, 2001



I. PURPOSE:

The purpose of this procedure is to govern the appointment and employment of college presidents. As “at will” employees, Technical College presidents work directly for and at the pleasure of the Commissioner. Presidents whose employment will be continued beyond the time identified in their letter of appointment will be provided a new letter of appointment. Conversely, any president whose employment will not be extended will be provided written notice of this decision pursuant to the provisions of this procedure.

The Commissioner’s decision not to extend a president’s employment beyond the time identified in their letter of appointment or their decision to end a president’s employment before the time identified in the letter of appointment is final and not subject to review. Presidents are not covered by the TCSG Positive Discipline procedure.

When a president’s position becomes vacant, the Commissioner may elect to fill the position utilizing a formal search process or through a direct appointment. In either instance, the name of the selected candidate will be brought to the State Board of the Technical College System of Georgia (TCSG State Board) for approval. The Commissioner may appoint an individual to serve as interim president on a temporary basis until the position is filled as provided above.

Any president who plans to leave employment with the Technical College System of Georgia before or at the expiration of the employment period outlined in their letter of appointment should provide the Commissioner with written notice a minimum of thirty (30) calendar days prior to the effective date of their departure.

II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties

TCSG State Board Policies and TCSG Procedures

III. APPLICABILITY:

All work units and Technical Colleges associated with the Technical College System of Georgia.

IV. DEFINITIONS:

At Will: an individual considered to be employed “at will” may resign for any reason at any time or, may be discharged for any reason not specifically prohibited by law.

Letter of Appointment: written information provided to a new or current president regarding their annual salary/total compensation and date of employment or continued employment at the college. The Letter is not a contract for employment and does not guarantee employment for any period.

V. ATTACHMENTS: N/A

VI. PROCEDURE:

A. Presidential Searches:

1. If the Commissioner elects to fill a president position utilizing a formal search process, they, with input from the Chair of the College's Local Board of Directors, shall appoint a Search Committee.
2. The Commissioner or their designee shall provide the Search Committee with an orientation regarding the presidential search process to include the responsibilities of Search Committee members.
3. The Search Committee shall interview identified candidates meeting the established minimum and, as applicable, preferred qualifications and provide the Commissioner with the names of the three (3) unranked finalists.
4. At the request of the Commissioner, a panel of System Office staff members shall interview the three (3) final candidates.
5. The Commissioner shall review the Search Committee and, as applicable, System Office panel member interview results, and Interview each of the three (3) candidates.
6. When the search process concludes, the Commissioner may select from the group of finalists and submit the individual's name to the State Board for approval or choose to initiate a new search.

B. Direct Appointments:

1. In lieu of a formal presidential search, the Commissioner may fill a vacant president's position through a direct appointment.
2. The Commissioner shall ensure that the candidate meets the established minimum and, as applicable, preferred qualifications, and will inform the Chairman of the college's local Board of Directors before formal action by the State Board.
3. The name of the selected candidate shall be submitted to the State Board for approval.

C. Interim Appointments:

The Commissioner may appoint an interim president to fill a vacant president's position on a temporary basis until a president is named to assume the position on a full-time basis.

E. Continued Employment of Presidents:

1. During the month prior to the end of each president's established appointment period, the Commissioner shall determine those presidents whose employment will be extended. For an employment period which encompasses a full fiscal year, the determination will be made in May. Those presidents whose employment will be extended shall be provided with a new letter of appointment covering the following fiscal year or any part thereof.
2. Full fiscal year appointments shall be effective on July 1st and continue through the following June 30th; however, any appointment for a lesser period shall end on the last day of the identified calendar month and the effective date of a new appointment period shall begin on the first day of the following month.
3. All letters of appointment will also identify the president's annual salary/total compensation during the appointment period, the amount of which is subject to modification as determined by the Commissioner.
4. Any president whose employment will not be extended will be notified, in writing, of this decision at least thirty (30) calendar days prior to the expiration of their current appointment period. For letters for appointment covering a full fiscal year, the notification will be provided no later than May 31st. The Commissioner's decision to not extend a president's employment is final and not subject to review.

VII. RECORD RETENTION:

All employment-related documents generated or collected pursuant to this procedure shall be maintained in a manner consistent with the Georgia Archives' Retention Schedule for State Government Paper and Electronic Records.