

Procedure: 4.1.1p2

Intra System Recruitment

Revised: November 15, 2016

Last Reviewed: May 19, 2025

Adopted: August 22, 2003



I. PURPOSE

It is good practice for Technical Colleges to employ administrators and faculty members from other Technical Colleges in the System.

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 Policy 4.1.1 – Recruiting and Hiring

III. APPLICABILITY:

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

IV. DEFINITIONS: N/A

V. ATTACHMENTS: N/A

VI. PROCEDURE:

Intra- system transfers should take place at the start of a new fiscal year to reduce disruptions to institutional operations and the educational process. Before an offer is made under these circumstances, the new employer shall contact the current or prior employing Technical College for an employment reference.

When employment begins at a time other than the start of a new fiscal year, the goal of this procedure is not to disturb the instructional program or orderly operation of another Technical College yet to allow faculty and administrators to pursue their professional goals. Accordingly, any formal offer of employment shall be made contingent upon the employee fulfilling all contractual obligations or obtaining the current employer's consent. Once the current employer is notified of the employee's desire to move to another Technical College, the current employer shall act promptly to obtain a replacement.

VII. RECORD RETENTION: N/A