

**Austin Graduate School of Theology**  
**Procedures for Selection and Appointment of Staff**

**Position Availability:**

When a staff position becomes open, whether vacant or new, the President and Vice President will confer to determine the nature and availability of the position.

**Determining Candidates:**

Once the nature and availability of a position is established, the President and Vice President will pool a list of possible candidates to fill the position and, if necessary, post the opening at area churches. Possible candidates are then presented to the faculty in order to narrow the list. The candidates are then contacted by the Vice President to set up interviews.

**Interviews:**

Interviews are conducted by the President and Vice President. A job description and salary, as determined by the President and Vice President, are presented to the candidates.

**Approval & Appointment:**

The President and Vice President (and the department head if applicable) decide upon a candidate to contact for hire. In the period of approval, references may be contacted in order to receive further information on the potential employee. Following the reference check, the candidate is contacted and offered the available position. The job remains open until the position is filled or deemed unnecessary for the sake of the institution.

**Employee Evaluation:**

All School employees are evaluated approximately every twelve to fifteen months [see note], including those part-time and in student work-study positions. The type of assessment used may vary commensurate with the expectations of a position.

**Note:**

The position of President is evaluated regularly by the School's Board of Trustees. This frequency is at the Board's discretion.