

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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POLICY ON RECOMMENDING STUDENTS FOR EMPLOYMENT

Effective: August 1, 1985

Policy No. 3357:13-15-14

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A. Full-Time and Adjunct Faculty

1. Occasionally, employers will contact faculty directly and will ask them to supply the names of the “best” students. It is, in our opinion, illegal and unethical for any college personnel to provide employers with a list of selected students using academic standing, race, sex, etc., as the criteria. This pre-selection could lead to lawsuits involving the College personnel and the College itself.
2. It is the policy of the College and its Placement Office to provide a listing of all qualified candidates for a particular position. Therefore, should a college employee be asked by an employer to supply names of students or graduates for possible employment, such requests should be referred to the College Placement Office.
3. This does not mean that you should not provide references on a particular student when asked to do so. The input of College personnel in the final selection process is invaluable to the employer, and such input and any other assistance that might help the employer in making such decisions would be acceptable and encouraged. Students requesting such recommendations of College personnel must complete form [15-14a](#) Request for Letter of Recommendation (FERPA Release).

B. Additional Clarification for Adjunct Faculty

1. North Central State College actively solicits capable business and industrial personnel to assist the North Central State College as part-time faculty members, in both the day and evening educational programs.
2. The expertise of these individuals as part-time faculty members is vital to our programs, not only from an instructional point of view, but also as a technical advisory resource. The part-time faculty member is an integral and indispensable part of our technical education program.
3. From time to time an employed student may seek professional upgrading and/or change of employment. A part-time instructor receiving such a request from a student is to refer the student to the College’s Job Placement Office. The services of this office are available to all students and alumni of the College.

4. North Central State College extends to a part-time faculty member an opportunity to instruct within the area of his competence in an effort to advance the student's level of learning and help him/her to become more proficient at the technical skill level, not to upgrade the instructor's staff at the expense of others. Therefore, it is of paramount importance the instructor not place himself/herself in a position where he/she can be accused of enticing or attempting to entice a student in his/her class to change his/her place of employment.

5. North Central State College needs the assistance of part-time faculty; however, the Board of Trustees of North Central State College will look with disfavor if a part-time faculty member abuses his/her faculty appointment and uses the classroom to effectively improve his/her staff. To be found guilty of such an offense places the instructor's future employment at the College in jeopardy.