



Name: Employment Procedures and Terms of Employment  
Category: Employment, Benefits, and Workplace Policies  
Subject: Eligibility to Apply for Internally Advertised Job Postings  
Owner: Vice President for Human Resources  
Related Procedures: N/A  
Related Forms: N/A

## I. SCOPE

This policy revision applies to all temporary, part-time employees.

## II. POLICY STATEMENT

Delaware Technical and Community College desires to recruit and retain highly-qualified faculty and staff who are committed to student success, understand the mission and values of the College, and reflect the diversity of the students we serve by allowing adjunct faculty and other staff who are employed under a temporary, part-time contract to apply for internal postings for regular, full-time positions.

## III. POLICY

Section 3.01 of the College's Personnel Policy Manual is hereby amended as follows:

(Deletions are noted by ~~striketrough~~ and additions are underscored.)

3. When a position is posted internally, ~~for regular, full-time and regular, part-time Delaware Technical and Community College employees,~~ it shall be posted for a minimum of ten (10) calendar days. Only regular full-time, temporary full-time, regular part-time, and temporary part-time employees of Delaware Technical and Community College are eligible to apply for positions that are posted internally.

## IV. EFFECTIVE DATE(S)

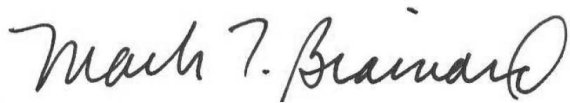
This policy is effective June 8, 2026.

## V. FREQUENCY OF REVIEW AND UPDATE

This policy will be reviewed annually.

**VI. SIGNATURE AND DATE OF APPROVAL**

Approved by the board of trustees on June 8, 2026.

A handwritten signature in black ink that reads "Mark T. Brainard". The signature is written in a cursive, flowing style.

Mark T. Brainard, President

7/10/2026  
Date