

# GCE-R3 Staff Appointment Procedures

File: GCE-R3

## STAFF APPOINTMENT PROCEDURES

- A. In all instances, the superintendent shall inform the board of his/her nomination for any professional staff position at least 72 hours prior to the meeting at which board action is requested.
- B. Following the interview(s), the superintendent shall nominate a candidate to the board. Included with the written nomination will be a summary of the candidate's qualifications, experience, training, and a statement supporting the selection.
- C. Should the board fail to appoint the candidate nominated by the superintendent, nominations will be submitted by the superintendent until a successful candidate is appointed.
- D. Once the board or the superintendent has formally appointed the person, the superintendent or his/her designee will prepare a contract and submit to the successful candidate.
- E. A written notice of the appointment will be forwarded to all unsuccessful candidates who were interviewed. Letters for district-wide and building level positions will be sent by the Office of the Superintendent of Schools.

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