

# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 450.2</b>	
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		<b>Last Revision Date:</b>	02-26-13
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<b>Section:</b>	Human Resources	<b>Subject:</b>	Due Process Hearing Pool Selection

## PURPOSE

To establish the Pool for Due Process Hearing Panels. (*Reference Procedure 450.1- Due Process Hearing*)

## PROCEDURE

1. Selection of the Pool for Due Process Hearing Panels
  - 1.1. Human Resources Director is responsible for creating a Pool for the Hearing Panel.
  - 1.2. Human Resources Director will request nominations yearly from Full-time Faculty and Professional/Administrative employees to be included in the Pool.
  - 1.3. Human Resources Director will compile and distribute the ballot of nominees to full-time contractual employees.
  - 1.4. As appropriate, Human Resources Director may conduct the election and make the names of the selected Pool members available to all full-time contractual employees.
  - 1.5. The elected pool of members will be comprised of a minimum of the following:
    - 1.5.1. Full-time Faculty: fifteen (15)
    - 1.5.2. Professional/Administrative employees: ten (10)
  - 1.6. Human Resources will retain the Pool data and use it as necessary to form any Hearing Panels.
  - 1.7. Human Resources Director may request additional employees to serve in the Pool or on the Hearing Panel.
  - 1.8. In the event a Hearing Panel is not convened during the year the current Pool members will be asked to continue their service.