



ADMINISTRATIVE PROCEDURE

APPOINTMENT OF PERSONNEL

AP No. 4112.3

Effective Date:

May 5, 2025

- I. **PURPOSE:** To provide procedures for the appointment of Administrative and Supervisory Personnel.
- II. **POLICY:** The Superintendent will furnish the Board of Education (Board) with a resume of nominees to the positions listed in Section IV of this administrative procedure and a position description of the position for the purpose of the Board's review and approval of the nominee. (Board Policy 4112)
- III. **BACKGROUND:** A position description and resume shall be provided to the Board for approval of the following types of positions for which a license is required by COMAR 13A.12.05.04 – 12:
 - A. Licensed executives;
 - B. Licensed supervisors;
 - C. Principals;
 - D. Assistant Principals; and
 - E. Other administrative and supervisory licensed educational personnel.
- IV. **DEFINITIONS:**
 - A. *Applicant* – Any person completing an online employment application for a position posted to fill.
 - B. *Candidate* – Applicant screened eligible for an interview based on the position description/qualifications.

- C. *Nominee* – The applicant selected by the Superintendent to be recommended to the Board for approval.
- D. *Onboarding phase of the hiring process* – The applicant is provided an Employee Identification Number, access to Oracle and PGCPs email, instructions for acquiring a Employee Photo Identification Badge, and required training.

V. PROCEDURES:

- A. Procedural Matters: With an affirmative vote by the Board upon the Superintendent's nomination, or in instances where the Annotated Code of Maryland in Section B. below apply, the Division of Human Resources will commence the on-boarding phase of the hiring process. If the Superintendent's nomination is not approved, the matter shall be referred back to the Chief Human Resources Officer (CHRO) for appropriate action.
- B. Superintendent Appointment: In accordance with section 6-201 of the Education Article of the Annotated Code of Maryland, the Superintendent shall hire and set the salaries of a Chief Operating Officer, a Chief Financial Officer, a Chief Academic Officer, a Chief of Staff, a Board Liaison, and any other necessary executive staff in the office of the Superintendent.
- C. Responsibility: The Division of Human Resources will be responsible for notifying applicant(s)/nominee(s) of the Board's and/or Superintendent's hiring decision within three (3) business days after the meeting at which the Board and/or Superintendent rendered its decision.
- D. Hiring Process: The Division of Human Resources will proceed with finalizing the offer to the approved nominee and schedule the newly appointed employee for the onboarding phase of the hiring process.

VI. MONITORING AND COMPLIANCE:

The CHRO/designee will conduct an annual review of this administrative procedure by randomly selecting at least three (3) Board appointments and reviewing the steps of the process to ensure that the process for a Board appointment is implemented in compliance with the Board's policy and this administrative procedure.

VII. LEGAL REFERENCE:

MD. CODE ANN., EDUC. § 4-103; § 6-201

COMAR 13A.12.05.04 – 12

VIII. RELATED PROCEDURES: None.

- IX. MAINTENANCE AND UPDATE OF THIS ADMINISTRATIVE PROCEDURE:**
This administrative procedure originates with the Division of Human Resources and regular review and necessary updating will be accomplished. Questions should be addressed to the appropriate Human Resources Office for professional or supporting personnel.
- X. CANCELLATIONS AND SUPERSEDURES:** This administrative procedure cancels and supersedes Administrative Procedure 4112.3, dated October 24, 2019, and any memoranda, or other published information on this subject of a prior date.
- XI. EFFECTIVE DATE:** May 5, 2025