

### **STAFF APPOINTMENT PROCEDURES**

- A. In all instances, the Superintendent shall inform the Committee of his/her nomination for any professional staff position at least 72 hours prior to the meeting at which Committee action is requested.
- B. Following the interview(s), the Superintendent shall nominate a candidate to the Committee. 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 Committee 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 Committee 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 by the Superintendent or his/her designee.

Adopted: 2/17/05

DAYTON SCHOOL DEPARTMENT