

## **Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings**

The following policy will be followed in making any appointment to a payroll position for which the individual will receive fringe benefits. Affirmative action efforts are undertaken to ensure that qualified minority, female and candidates with disabilities are included in the applicant pool.

1. If the appointment is more than 17.5 hours per week or more and the expectation is that the appointee will serve for more than one year, the position shall be announced through the appropriate recruiting policy (faculty/staff.).
  - 1.1 When a position vacancy occurs and there is a pool of regular employees appropriately qualified for transfer or promotion (including former employees covered by the Reduction in Force policy) a supervisor, in consultation with the appropriate Vice President, may choose to advertise a vacant position internally for a minimum of one week prior to initiating an external search. Procedures will be the same as for external searches.
2. Recruitment for all full-time, benefited administrative, academic and professional classified staff positions (1000, 2000, and 3000 job categories) shall include the use of a search committee of at least three people to be appointed by the unit administrator at the time the unit requests authorization to fill a position opening. Unit administrators are urged to consider the importance of diversity when making appointments to the search committee. The search committee shall be involved in recruiting, screening and interviewing applicants, with particular responsibility for affirmative action efforts to solicit and include applicants from under represented and protected groups. Selection from the group of finalists of the individual to fill the position is the responsibility of the unit administrator. The Director of Equal Opportunity (faculty) or the Director of Human Resources (classified staff), depending on the type of position, shall be considered an ex-officio member of each search committee and will be available to assist the committee in fulfilling its responsibilities.
3. Although the department heads are encouraged to announce any position throughout the University that offers an important promotional opportunity to employees in other departments, the formal position announcement procedures shall be optional in the following cases:
  - 3.1 Time slip employment, which is not identified as a payroll budget appointment.
  - 3.2 The transfer or promotion of an employee within a department or office provided that the employee is fully qualified for the new position and was originally hired through a competitive search.
  - 3.3 The transfer of a faculty member from special appointment status to a probationary appointment provided that he or she had secured the special appointment on a competitive basis.
  - 3.4 A reassignment of duties on a part-time basis, including any appropriate change in title, which does not result in more than a 10% salary increase, a change of more than 50% of the original duties, or the creation of a position vacancy.
  - 3.5 The appointment of an employee to fill a vacant administrative position on an acting basis, normally for a period not to exceed one year, while a search is being conducted for a permanent appointee.
  - 3.6 When there is a concurrence by the hiring department, reassignment due to:
    - a) an injury resulting in worker's compensation award and subsequent retraining, or
    - b) reduction-in-force.

- 3.7 With prior approval, the *temporary* appointment of a person to a grant-funded position when the individual has been instrumental in the development of the project or is identified by name in the proposal as having unique expertise necessary to the project. This *temporary* appointment may not be continued beyond the period of the grant project, and the individual may not be transferred to any other University appointment without an appropriate search.
- 3.8 At the time a new employee is hired or within the first year of employment, the appointment of the employee's spouse/partner to a position for which the spouse/partner is fully qualified.
4. Regardless of the position announcement procedures that are followed, all employment decisions within the University are subject to equal opportunity laws and regulations that prohibit discrimination on the basis of race, color, religion, national origin, sex, disability, age or Vietnam Era veteran status or sexual orientation. In addition all appointments to payroll budget positions and equivalent positions supported by non-appropriated funds are subject to equal opportunity.
5. Exceptions to this policy may be authorized by the President. The request for an exception will be made by the appropriated vice president after consultation with the University's Director of Equal Opportunity and the director of the unit involved.

**Reviewed: Fall, 2008**

**Sponsor: Vice President for Business Affairs**