3085

APPPOINTMENT RECRUITMENT PROCEDURES FOR UI EMPLOYEES

PREAMBLE: This section outlines the procedures for appointing the various kinds of UI employees (see 4310 for definitions). It is the combination of three sections in the 1979 Handbook, all original parts of that book. They remain largely unchanged save for the elaboration of section A concerning the formation and composition of search committees in June 1988 the addition of the final clause of C-3 in July 1989 and several editorial changes in D. Unless otherwise noted, the text is as of July 1996. Further information may be obtained from the Provost's Office (208-885-6448) or Human Resource Services (208-885-3609). [rev 7-97, 7-00]

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A. LEGAL COMPLIANCE. In the case of all appointments compliance with UI's affirmative action and equal employment opportunity procedures (see 3065) and with the requirements of all applicable immigration and naturalization laws (see 3070) is required.

B. A. PROCEDURES FOR FILLING POSITIONS – ALL EMPLOYEES

B. A-1. All recruitment for vacant and new positions at the UI must be conducted in full compliance with UI's affirmative action and equal employment opportunity procedures (see 3065) and with the requirements of all applicable immigration and naturalization laws (see 3070). The chair of every search committee should be familiar with the affirmative action and equal employment opportunity requirements of the UI. The chair should also consult with the ODHR for help with how to conduct a search that maximizes the potential for attracting a diverse pool of applicants.

B. A-2. All positions should have an up-to-date position description. The position description for all non-faculty positions should be created using the form Results Oriented Job Description (ROJD) form available on the Human Resource Services' (HRS) web site. All faculty appointments positions should also have a position description using the format available from the Provost's Office. In addition, the chair of every search committee should consult with HRS for guidance on the accurate description of the university for purposes of advertising process.

B. A-3. All recruitment is announced in the Idaho Register and/or on the Human Resource Services' (HRS) web site. In addition, the chair of every search committee should consult with HRS for guidance on the advertising process.

B. A-4. When a decision has been made to recruit for a position from among existing UI employees (an internal recruitment, see 3065 C-1d.), the procedures established by HRS must be followed to ensure fair, objective recruitment. A position may be filled through promotion (see section C-3, Internal Promotion Process, below), when approved by the unit and by the Office of Diversity and Human Rights (ODHR).
A-5. Any exceptions to the university’s recruitment process must be requested in writing by the department administrator to the Office of Diversity and Human Rights ODHR. The appointment is subject to final approval by the Provost. [see 3065 NOTE: This FSH POLICY IS CURRENTLY UNDER REVISION].

B. PROCEDURES FOR FILLING FACULTY VACANCIES

B-1. SELECTION.

a. The administrator of the department in which a position is to be filled should contact employment services in HRS for search information, such as recruitment and advertising strategies, required documentation and interview guidelines.

b. In consultation with the departmental faculty, the department administrator appoints a search committee. When practicable, at least two-thirds of the committee's membership is named from the departmental faculty. If the position is located in more than one department, each of the departments involved has appropriate representation on the committee.

B-2. OFFERS. Before any offer is made, the Office of Diversity and Human Rights ODHR must review and approve the selection process (see 3065). For information on terms and instruments of appointment, see 3080.

—B-2. Offers of academic employment are made by academic deans. The letter offering the position should enclose a copy of the basic policies concerning reappointment, termination, tenure, etc., if it has not previously been furnished to the appointee. The letter will also indicate: (1) that the offer is made on recommendation of the appropriate departmental faculty and with the approval of the president and regents, (2) the specific salary, (3) the term of service and date of entry on duty, and (4) any special conditions of employment applying to this appointment. [See also 3080 B.] In addition, in the case of joint academic appointments, the letter of appointment will specify a single tenure-granting department [see also 3080 E] The letter may also specify such other matters as are desirable in order to define the primary elements of the contract of employment. In the case of joint academic appointments, the letter of appointment will specify a single tenure-granting department. The departmental administrator of the tenure-granting department will be responsible for coordinating the annual performance evaluation and other performance reviews with the other department(s) participating in the joint appointment. [rev. 7-97]

[THIS WHOLE SECTION MIGHT BE BETTER IN 3080 WHICH DEALS WITH APPOINTMENT. SOMEHOW THESE TWO – 3080 AND 3085 COULD BE COMBINED]

—B-3. Before an appointment is confirmed, the appointee must have signed and returned to the dean the "Salary Agreement for Faculty and Exempt Personnel" form.
C. VACANCIES IN NONFACULTY PROFESSIONAL POSITIONS

C-1. When a vacancy occurs in a professional administrative or service position, a decision must be made whether to fill it from within UI or to advertise on the outside. When the vacancy is in a major academic administrative position, see also 3080 C-3. If the decision made is to fill from within UI, the vacancy is announced in the Idaho Register so as to provide all qualified UI employees an opportunity to apply. If the decision is not made at the outset to fill the position from within UI, then a more extensive search is conducted. The option of announcing the vacancy internally and concurrently beginning external recruitment is permitted. [ed.: 7-00]

C-2. When a director or head of a major administrative or service unit (e.g., registrar, director of continuing education, director of alumni relations, or director of computer services) is to be appointed either from within UI or from outside, there must be a search and screening committee, and it will include at least one member of the teaching faculty, preferably one who has some knowledge of, and interest in, the operation of the unit in which the vacancy exists. [See 1520 IV-7.]

C-3. The internal selection procedures described here are not intended to (1) prohibit reassignment of employees when required for administrative reasons (such as unsuitability of the employee for his or her present position), the combining of positions, or the elimination of positions, or (2) restrict the administrative option of rewriting position descriptions to either split a position or combine the responsibilities of the vacant position with those of one or more existing positions, provided that the affirmative action officer has been consulted and has determined that the action is consistent with the principles and procedures of affirmative action and equal employment opportunity.

D. PROCEDURES FOR FILLING NON-FACULTY POSITIONS VACANCIES. This section outlines the procedures for filling non-faculty exempt and classified staff vacancies.

EMPLOYMENT OF CLASSIFIED STAFF.
[Jan. 1 assume this entire section can be substantially rewritten by you.]

D-1. APPLICATION.

a. With the exception of students applying for the work-study program, anyone who is seeking UI employment in a non-faculty position should be directed to Employment Services in Human Resource Services (HRS). (Applications for work-study are taken at the Student Financial Aid Office.) Applicants will be advised to all job openings for which they appear to be qualified. A member of the human resource services staff will conduct a preliminary interview, assist applicants in making arrangements for interviews, when applicable, with administrators who have vacant positions, and provide the administrators with test results and other pertinent information on applicants referred. The director for human resource Employment Services will make a assist with classification of the position and recruitment to ensure a pool of qualified applicants. Tentative position classification of applicants for clerical positions, thus establishing the salary range that the applicant may expect if appointed. Test scores, education, training, and previous work experience are considered in assessing applicant qualifications and in referring them to departments that have vacancies.

b. The director for human resource Employment Services is responsible for scheduling and administering aptitude and proficiency employment tests for those positions that require them. Other job-related tests may be conducted following discussion with the director of Employment Services. Applicants for clerical and secretarial positions are required to take the General Clerical Aptitude Test and a typing test before being considered for a position.
DC-2. APPOINTMENT SELECTION. No position is to be filled except through Human Resource Services within Human Resource Services. [ed. 7-00]

a. Departmental administrators should notify the director for Human Resource Services as soon as they become aware of the need to fill a position. If a description of and the qualifications for the position have not been established, these and the salary range will be defined by the departmental administrator in consultation with the director for Human Resource Services. An HRS-approved results oriented job description is required prior to search proceedings (see A-2 above).

b. With the exception of reduction in force circumstances (see 3930, B-3) emergencies, as provided for in B-3, and approved internal promotions (see FSH 3065), and continuous-recruitment positions, all vacant positions will be announced by the director for Human Resource Services in the Idaho Register and/or on the 24-hour Job Line (885-52023595), and/or on the HRS website. "Continuous-recruitment" positions are those that have a high rate of turnover and for which applications are accepted at any time. Included in this category are custodians, data entry operators, and some clerical classifications. Openings for these positions are posted on the HRS website and referrals are made from those who have filed completed applications.

c. The requirements for announcing or advertising vacancies may be abridged only in an emergency upon the written request of the departmental administrator and with the concurrence of the director for Human Resource Services or the affirmative action officer, as appropriate [see 3065 B-4].

d. First consideration must be given to applicants who are on a layoff roster [see 3930 B-3]. Next consideration will be given to applicants on regular appointment in the same department and then to other UI employees on regular appointment. Irregular help employees are invited and encouraged to apply for positions for which they are qualified, but there is no requirement that they be given special consideration.

e. If requested, the director for Human Resource Services will assist the departmental administrator in selecting applicants who, on the basis of tests, training, and experience, seem best qualified for a particular position and in arranging personal interviews. The selection of a person to be offered employment is done by the departmental administrator; the director for Human Resource Services acts only in an advisory and coordinating capacity in this instance.

df. When selection procedures are completed, the departmental administrator is required to complete the "Report of Selection" form supplied by the director for Human Resource Services or available at www.uidaho.edu/hrs or the affirmative action officer. The completed form—fully describing the selection procedures—must be kept on file for at least three years in Human Resource Services HRS (for classified and non-faculty exempt positions), or in the Affirmative Action Office (for exempt positions).

C-3. OFFERS. For information on terms and instruments of appointment, see 3080.