

Selection Procedures

Employment Policies

Approved: 06/24/2009

The Department of Human Resources coordinates all selection procedures. The outlines of required action steps and approval checklists are contained as addendums. Expenses related to selection are applied to the University recruiting budget, as approved by the appropriate Vice President. Travel expenses for candidates interviewing for positions are reimbursed at 100 percent.

The following is the University's policy on advertising vacancies: All regular, full-time vacancies for Administrative, Exempt, and Non-Exempt Staff positions are advertised throughout the University first, and any regular employee who applies within seven working days will be given first consideration for the position.

Exceptions to this policy are:

- It does not apply to faculty positions or the positions of Dean, Vice President, or President. A national search would be required for these positions.
- An exception may be made if it is determined by the President to be in the best interest of the University to advertise externally immediately (such as for an identified Affirmative Action area), or if the complex and technical nature of the position requires the development of a more extensive number of applications than can be provided internally.

Contracts for faculty positions are issued from the Provost and Vice President for Academic Affairs Office. Contracts for Administrators and Exempt Staff employees are prepared by the Department of Human Resources and are issued by the President's Office. Contracts are issued yearly.

For faculty members, letters of appointment will be issued separately from the contracts for instruction in the summer session.

Orientation for new faculty is conducted during Plan Days in August prior to the beginning of the academic year. The Department of Human Resources conducts individual orientation for new Administrator, Exempt, and Non-Exempt Staff employees.