

TITLE: Hiring of Non-Academic Staff and Professionals

ORIGINATOR: Vice President for Finance and Administration

APPROVAL DATE: April 15, 2013

EFFECTIVE DATE: April 15, 2013

PURPOSE: To establish guidelines for employing persons in non-academic positions at the university

REVIEWER: Director of Human Resources

REVIEW DATE: Spring 2023 and every five years thereafter

OPERATING DETAILS:

1. Whenever a vacancy occurs or the need for a non-academic staff addition arises, the hiring managers will follow existing procedures outlined in the Employment Handbook.
2. Search committees are required for positions at the level of unit director or higher and are optional for assistant director positions. However, in the event a vacancy occurs at such a date that the time required for the normal search process is precluded, the supervising President's Cabinet member may recommend temporary appointments without the use of a search committee. A temporary hire must follow all state, federal, and university guidelines. To hire a regular, non-temporary employee, the guidelines in this policy must be followed.
3. Search committees for unit directors and higher will be appointed by the supervising President's Cabinet member and approved by the President.
4. No person will serve on a search committee to select his or her successor.
5. Once the search committee has chosen its top three candidates, interviews for at least two candidates should be arranged. In cases where only one qualified candidate can be located, the preceding requirement may be waived at the discretion of the search committee and supervising President's Cabinet member.
6. No one may be employed unless he/she has been interviewed by the search committee or hiring manager, and has successfully completed a background check.