

AFFIRMATIVE ACTION PROCEDURES FOR AN ACADEMIC TERM HIRE OF LESS THAN TWO YEARS

Once a department has received approval from the Provost and Vice President for Academic Affairs to fill a term position of less than two years, the following steps should be followed.

If a department hires a faculty member without doing a search through advertising, the department head needs to indicate briefly on the Advertisement/Recruitment Plan, a memo, or e-mail memo, who was hired and the process utilized to determine the decision to hire. It could be as simple as: "This person has replaced faculty on leave previously in the department," or "This person was hired initially through our calling various institutions and was highly recommended." The form or memo should be forwarded to the Equal Opportunity Office (for filing purposes only). If there are multiple candidates for the position, departments must keep track of who they considered for the position and the reason(s) why one person was successful and other(s) were not. This information must be forwarded to the Equal Opportunity Office.

If a department wishes to advertise, it must complete the Advertisement/Recruitment plan and forward it to the Equal Opportunity Office along with a copy of the ad and the Purchase Requisition(s). When the plan and the ads are approved by the Assistant to the President for Equal Opportunity and the Provost and Vice President for Academic Affairs, the ads will be forwarded as appropriate. When the department has finished the hiring process it must send a memo (campus mail or e-mail) to the Assistant to the President for Equal Opportunity with a brief narrative of the search process. This should include a description of the applicant pool, the person hired, names and the reason(s) why the other applicants were unsuccessful and the basis for the decision (for filing purposes only).

The department is responsible for retaining search materials in the department office and archiving according to the records retention schedule for official recruitment files.