



<b>POLICY TITLE</b>	Faculty Positions: Posting and Waiving of Posting	<b>Policy Number</b>	306
<b>Section</b>	Human Resources	<b>Approval Date</b>	June 25, 2002
<b>Subsection</b>	Hiring Practices	<b>Effective Date</b>	June 25, 2002
<b>Responsible Office</b>	Office of the Vice President of Planning, Budget, and Human Resources		

### 1.0 PURPOSE

### 2.0 REFERENCES

### 3.0 DEFINITIONS

### 4.0 POLICY

**4.1** UVU is an Affirmative Action/Equal Employment Opportunity employer that actively seeks a qualified, diverse faculty. UVU commits to conduct faculty searches consistent with university policy in support of affirmative action and equal opportunity. Every faculty position must be filled through a competitive search unless the circumstances of the appointment satisfy a criterion for an exemption.

**4.2** The following policy describes circumstances that must justify a faculty appointment without a search. The hiring authority who applies these standards to hires must meet the procedural requirements below. The University's Director of Human Resources/Equity Officer is responsible for monitoring compliance with the procedural requirements of good faith application.

**4.3** To ensure that the University's hiring pattern normally follows national recruitment trends and opens positions to all qualified applicants, deans and/or department chairs are required to demonstrate through documentation justification for any use of an exemption. The process requires submission of a *Request for Exemption Form* for review and approval by the Director of Human Resources/Equity Officer, the deans of the primary and secondary departments, the chairs of the primary and secondary departments, the Vice President of Academic Affairs, and the President.



4.4 Exceptions to open recruitment and regular hiring procedures may be granted under the following conditions:

#### 4.4.1 Spousal Hires

4.4.1.1 The requirement for a search may be waived in those cases where the hire of an accompanying spouse will assist the University to recruit a candidate of a pre-existing search. The business necessity for the exemption and the programmatic needs justifying employment of the accompanying spouse should be attached to the *Request for Exemption Form*.

4.4.1.2 The academic dean and department extending the first offer (the *primary* department) takes major responsibility for determining the type of position the spouse desires (and is qualified for) and facilitates a spouse hire by directly contacting the other academic deans and departments (the *secondary* departments) that are currently recruiting for or anticipate recruitment for a funded, tenure track or non-tenure track, vacant position. The Director of Human Resources/Equity Officer may provide assistance to the primary department in locating available positions in secondary departments. Secondary departments are not obligated to consider a non-competitive selection or any non-competitive candidates.

4.4.1.3 After discussion with all departments affected (primary and secondary departments), approval for the spouse hire must be obtained from the Director of Human Resources/Equity Officer, the deans of the primary and secondary departments, the chairs of the primary and secondary departments, the Vice President for Academic Affairs, and the President.

#### 4.4.2 Laureates

4.4.2.1 On rare occasion, the University may have the opportunity to attract a nationally or internationally renowned individual. Should this occur, an appointment of a professor laureate may be made upon the recommendation of a dean, in collaboration with the appropriate department faculty, and requires approval of the Director of Human Resources /Equity Officer, the appropriate department chair, the Vice President of Academic Affairs, and the President. Length of appointment shall be negotiable.

#### 4.4.3 Visiting Faculty/Scholar

4.4.3.1 On occasion, the University may have the opportunity to hire a highly reputed, scholar/teacher on a non-tenure track, temporary appointment as a visiting professor or visiting scholar. Appointment of a visiting professor/scholar may be made upon recommendation of a dean, in collaboration with the appropriate department faculty, and requires approval of the Director of Human Resources/Equity Officer, the appropriate department chair, the Vice President of Academic Affairs, and the President. Length of appointment is negotiable.



#### 4.4.4 Acting/Interim Appointments

4.4.4.1 Depending upon departmental needs, an acting or interim appointment may be made, if necessary, in an exigency. These appointments may not be changed to permanent appointments without conducting a faculty search. An exemption for an acting or interim appointment requires approval of the Director of Human Resources/Equity Officer, the dean of the affected department, the chair of the affected department, the Vice President of Academic Affairs, and the President.

### 5.0 PROCEDURES

5.1. Procedures for requesting an exemption for open recruitment are as follows:

5.1.1 The dean and the department chair of the sponsoring department will evaluate the possible position and appointment following normal planning procedures. There must be a programmatic need and funds available for the position.

5.1.2 Through the sponsoring department chairs, every reasonable effort should be made to notify and solicit input from all the faculty of the sponsoring department regarding consideration of the request for exemption in terms of the qualifications of the proposed candidate and the needs of the department. It is understood that such processes are time-sensitive, and the chair, in consultation with the dean, may need to limit faculty consultation to two business days.

5.1.3 Following consultation with department faculty, the dean and the department chair will meet with the Vice President of Academic Affairs to:

- 1) Discuss the concerns of the sponsoring department's faculty;
- 2) Discuss the nature, merit, costs, and timing of the position and appointment;
- 3) Review requirements for approval.

5.1.4 In the case of spouse accommodation, Human Resources is available to assist in identifying appropriate potential positions in other academic departments.

5.1.5 Based on the results of the discussions with the Vice President of Academic Affairs, and after consultation with the Director of Human Resources/Equity Officer, the sponsoring department chair and/or dean may submit a Request for Exemption Form. The request must be attached to a *Job Announcement Request and Checklist Form* and include a job description, explanation and justification for the exemption, and a primary or secondary departmental statement agreeing to make the appointment.



**5.1.6** After receiving approval from the primary and/or secondary department head or director and dean or vice president, these materials should be forwarded to Human Resources. Pursuant to a review of the appropriate title and salary for affirmative action/equal opportunity compliance, the Director of Human Resources/Equity officer will make a recommendation to the President and the Vice President of Academic Affairs. The President and Vice President of Academic Affairs make the final decision for granting the exemption.

**5.1.7** Once the exemption is granted, the department agreeing to the appointment initiates an evaluation process, including a review of a resume and references, and conducts an interview with the potential appointee. The candidate's qualifications will be evaluated against qualifications of recent hires in assessing their potential contributions. The candidate should demonstrate during the review process that he or she is a good fit with the departmental needs. In faculty hires, a faculty committee from the department reviews the candidate's qualifications and sends a recommendation to the department chair and dean of the affected department before final hiring approval is requested.

**5.1.8** After this thorough evaluation, the primary and/or secondary department submits the final paperwork (Personnel Action Form) for approval by departmental administrators (i.e., dean, department chair), the Vice President of Academic Affairs, the Chief Planning, Budget, and Policy Officer, and the Director of Human Resources/Equity Officer.

**5.1.9** Employees hired under this policy will be subject to all appropriate institution retention policies and will have the same rights as competitively-hired employees.

## **5.2 Responsibilities**

**5.2.1** Since hiring issues are time sensitive, responsible parties should address issues relating to faculty non-competitive selections as expeditiously as possible.

**5.2.2 Department chairs/supervisors (primary and secondary department):** Responsible for identifying situations that may qualify under this policy, consulting with department faculty, obtaining necessary approvals, initiating hiring documentation and following the process to completion.

**5.2.3 Deans (primary and/or secondary department) and vice presidents:** Responsible for approving/disapproving faculty non-competitive selections as proposed by primary departments.

**5.2.4 Vice President of Academic Affairs:** Responsible for reviewing with primary department's faculty non-competitive selection proposals and for advising the primary departments on a course of action. The President and the Vice President of Academic Affairs make the final decision on exemptions based on recommendations from the affected departments, chairs, deans, and the Director of Human Resources/Equity Officer.



**5.2.4 Director of Human Resources/Equity Officer:** Responsible for reviewing requested faculty non-competitive selections and making final recommendations to the Vice President of Academic Affairs. Responsible for providing assistance to primary departments in locating available positions in cases of spouse accommodation.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity