



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY TITLE	Faculty Positions: Posting and Waiving of Posting (TEMPORARY)	Policy Number	306
Section	People and Culture	Approval Date	June 21, 2024
Subsection	Hiring Practices	Effective Date	June 21, 2024
Responsible Office	Office of the Provost and Senior Vice President of Academic Affairs, and Office of the Vice President of People & Culture		

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 Vice President of People and Culture or designee 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 Vice President of People and Culture or designee, the deans of the primary and secondary departments, the chairs of the primary and secondary departments, Provost, and the President.



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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 partner 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 partner 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 partner desires (and is qualified for) and facilitates a partner 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 Vice President of People and Culture or designee 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 partner hire must be obtained from the Vice President of People and Culture or designee, the deans of the primary and secondary departments, the chairs of the primary and secondary departments, the Provost, 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, the appropriate department chair, the Provost, 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 Vice President of People and Culture or designee, the appropriate department chair, the Provost, and the President. Length of appointment is negotiable.



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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 Vice President of People and Culture or designee, the dean of the affected department, the chair of the affected department, the Provost, 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 Provost 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 partner accommodation, People and Culture 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 Provost, and after consultation with the Vice President of People and Culture or designee, 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 People and Culture. Pursuant



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to a review of the appropriate title and salary for affirmative action/equal opportunity compliance, the Vice President of People and Culture or designee will make a recommendation to the President and the Provost. The President and Provost 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 they are 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 Provost, the Vice President of Finance and Auxiliary Services, and the Vice President of People and Culture or designee.

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 Provost: 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 Provost make the final decision on exemptions based on recommendations from the affected departments, chairs, deans, and the Vice President of People and Culture or designee.

5.2.4 Vice President of People and Culture or designee: Responsible for reviewing requested faculty non-competitive selections and making final recommendations to the Provost.



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Responsible for providing assistance to primary departments in locating available positions in cases of partner accommodation.

5.3 Academic Ranks Open to Members of the Academic Community

5.3.1 Ranks available to faculty members on tenure track: instructor, assistant professor, associate professor, and professor.

5.3.2 Ranks available to faculty members on non-tenure-track: Lecturer, appointment in residence, visiting faculty/scholar, senior lecturer, senior appointment in residence, and senior visiting faculty/scholar.

5.4 Initial Assignment for Tenure-Track Faculty Members

5.4.1 Newly hired tenure-track faculty shall be assigned an appropriate rank according to the department rank guidelines. Credit for previous academic experience, professional experience, and/or professional training may be considered for determination of the appropriate rank.

5.5 Minimum Qualifications for Initial Appointment for Tenure-Track Faculty Members

5.5.1 Instructor. An earned appropriate degree as determined by the department retention, tenure, promotion (RTP) committee. The appointment to instructor is reserved for a faculty member who lacks a terminal degree.

5.5.2 Assistant professor. An earned appropriate degree as determined by the department RTP committee.

5.5.3 Associate professor. An earned appropriate degree as determined by the department RTP committee and either (1) successful attainment of tenure at a regionally accredited college or university or (2) tenure granted at the time of hire to UVU.

5.5.4 Professor. An earned appropriate degree as determined by the department RTP committee, a minimum of five years of teaching, service and scholarship as a tenured associate professor, and successful fulfillment of department RTP committee criteria for promotion to professor. The rank of professor is reserved for individuals who are judged to be exemplary. Such individuals shall have achieved distinction clearly above that of associate professor.

5.6 Initial Assignment for Non-Tenure-Track Faculty Members

5.6.1 Newly hired non-tenure-track faculty shall be assigned an appropriate rank according to the department rank guidelines. Credit for previous academic or professional experience and/or training may be considered for determination of the appropriate rank.



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5.7 Minimum Qualifications for Initial Appointment for Non-Tenure-Track Faculty Members

5.7.1 Lecturer. An earned degree in an appropriate discipline or professional field as determined by the department RTP committee.

5.7.2 Appointment in residence (writer, artist, executive, professional). Regional, national, or international reputation and substantial body of work in an appropriate discipline with strong department, school/college, dean, and Provost endorsement.

5.7.3 Visiting faculty/scholar. Rank consistent with the academic rank the individual held in a previous faculty position or rank appropriate to the visiting faculty/scholar position as negotiated and decided among the department chair, dean, and Provost. This appointment may be given to an individual under temporary appointment to the University.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
June 25, 2002	Regular policy approved for Policy Manual.	UVU Board of Trustees
June 21, 2024	Temporary policy approved for Policy Manual.	UVU Board of Trustees