

## Office of Human Resources

### Types of Searches

#### **Positions with Full Search Requirements (Follow all Search Best Practices)**

These searches must incorporate all of the search best practices to provide the best opportunities for the College to increase the workforce diversity. A diversity advocate must serve as a member of the committee and candidates should be provided the opportunity to meet with a community liaison (when appropriate). All positions will be posted with the diversity requirement in the cover letter and training will be required of the search chair and diversity advocate. The long or short list of selected candidates moving forward in the search process must be reviewed by the Office of Human Resources to verify that the selected candidates are a fair representation of the pool's total demographics.

#### **Faculty**

Positions: Assistant Professors, Associate Professors, Professors of Practice

Scope: These searches may be conducted on a national level and must incorporate all of the search best practices to provide the best opportunities for the College to increase the workforce diversity.

#### **Professional Executive Level Search**

Positions: Searches for upper level positions considered at an executive level, include searches conducted to fill the following types of positions: Vice President, Assistant Vice President, Associate and Assistant Provost, Dean, Associate and Assistant Dean

Scope: These searches may be conducted on a national level and the College may opt to use a search firm. When the College considers the use an external consulting firm to help with recruiting efforts, such firms must be apprised of College search procedures and requirements, ad requirements, as well as include a diversity component to the candidate's cover letter requirements. The same would be true when the College requests recruiting assistance from the Registry for College and University Presidents when seeking an interim executive appointment.

#### **Professional Position with supervisory responsibilities**

Positions: Head coaches & full-time Assistant Coaches, Executive Directors, Directors, Managers, Assistant Directors, Associate Directors Registrar

Scope: These searches may be conducted on a national level and must incorporate all of the search best practices to provide the best opportunities for the College to increase the workforce diversity.

#### **Positions with Modified (Limited) Search Requirements**

Every effort should be made to advertise, post, and evaluate applicants for vacant positions. Search procedures have been developed in order to ensure an open and competitive process to fill vacant positions. Filling vacancies through the required search process assures that the College maintains compliance with Federal and state affirmative action legislation. It remains the policy of the College that a full, open, and affirmative-action-oriented search be conducted to fill a faculty or staff vacancy. In some cases, however, a certain degree of flexibility may be necessary. Some positions and appointments may be exempt from some or all mandatory

search requirements. The College recognizes that there are instances where a full, external search is not appropriate. The types of positions that might require limited search procedures could include:

### **Positions without supervisor responsibilities**

Positions: Coordinators, Administrative Assistants, Specialists, Analysts, Special or Executive Assistants, Associates, Counselors, Designers, nurses, Project Managers, Technicians, Captains, Sergeants, Assistant or Associate Registrars, Site Assistants, Developers, Administrators, Receptionist, Cataloger,

Scope: These searches may be conducted on a national level but most commonly are conducted on a regional, or local scope.

Modified Search Process: A diversity advocate is recommended to serve as a member of the committee but not required. Based on the scope, candidates typically are familiar with the campus or community and will not need to meet with a community liaison. All positions will be posted with the diversity requirement in the cover letter and training will be required of the search chair and diversity advocate.

### **One-Year Faculty Term Appointments**

Positions: Full-time, non-tenure track, term faculty appointments are finite and 1 year only. May hold the title of lecturer, instructor, Assistant Professor or Professor of Practice and are considered "unranked".

Scope: These searches may be conducted on a national level but most commonly are conducted with a regional, or local scope.

Modified Search Process: These positions typically arise with a last-minute faculty resignation where the College will not have a full academic year to search. A diversity advocate is recommended to serve as a member of the committee but not required. Based on the scope, candidates typically are familiar with the campus or community and will not need to meet with a community liaison. All positions will be posted with the diversity requirement in the cover letter and training will be required of the search chair.

### **Adjunct Appointments**

Positions: Part-time, non-tenure track, per course appointments. New adjunct appointments hold the title of lecturer.

Scope: These searches may be conducted on a national level when courses are taught online or are conducted with a regional, or local scope for on-ground courses.

Modified Search Process: These positions typically arise with a last-minute need therefore the search process is not as extensive. All positions will be posted with the diversity requirement in the cover letter and training will be required of the search chair which is most commonly the Department Chair or Director.

### **Athletics and Temporary positions**

Positions: Part-time athletic appointments such as athletic instructors or athletic assistants, any temporary assignments.

Scope: These searches may be conducted on a national level but most commonly are conducted with a regional, or local scope.

Modified Search Process: Because of the unique nature of college athletics, specific job requirements, and because vacancies can occur suddenly with limited time for completion, an expedited search process may be necessary to fill some these vacancies. These positions will have modified search requirements and will not be required to incorporate all of the search best practices. These searches do not typically use a committee structure and will not be required to do so, however the hiring manager will be required to attend a search training session. Candidates will be required to include diversity language in cover letter.

### **Positions with Exempted Search Requirements**

In rare instances, a limited number of appointments and some promotions may be made without going through the standard search procedure. Please note that nothing precludes a department from undertaking a full search in these cases - it is simply not a requirement. The types of positions that might be exempted from standard search procedures could include:

#### **Internal positions**

Positions: Internal only postings, acting/interim appointments, Promotion in Place/Reclassification

Scope: Internal, campus community

Exempt from Search Process:

An internal search may be appropriate when the hiring unit can identify an existing pool of qualified applicants from current UC employees to be potential applicants for the pending vacancy. The uniqueness of the position, availability of a qualified applicant pool, and past affirmative action efforts of the department should be the factors when considering running an internal search.

An Acting/Interim Appointment are vacated administrative positions to be filled on a temporary basis, with "Acting" or "Interim" in the title and can only be filled with an internal candidate and for a limited period of duration (normally continues for a period of up to one year). The college may need to fill a position with a qualified internal candidate due to the necessity to meet business needs. Because the College recognizes the unequalled opportunity that an Acting/Interim Appointment creates to train, expose, and enhance the credentials of candidates for future regular positions, such appointments should be made only after careful consideration of all potential appointees. No posting or search process is required. The College may utilize the recruiting assistance from the Registry for College and University Presidents when seeking an interim executive appointment.

Promotions in Place/Reclassifications represent promotions/title changes to currently employed UC personnel. Under the Promotion in Place/Reclassification, the hiring unit proposes to add additional responsibilities to duties already being performed by an existing employee. No posting or search process is required when the promotion meets the following criteria:

The promotion, if effected, does not leave a residual vacancy that must be filled by another person;

The promoted individual does not move to another office, organizational structure or location; and

The promotion can be justified because of department need and employee merit.

Reclassification may also include reassignment of a qualified staff member (provided he or she was initially hired through approved search procedure) to another position at the same level and comparable rate of pay.