

UAM OPERATING PROCEDURE 220.1
RE: Affirmative Action Hiring Procedures

August 26, 1996

The University of Arkansas at Monticello is committed to the principle of equal employment opportunity. The following processes constitute affirmative hiring procedures for all positions on the UAM campus:

I. FACULTY, NON-CLASSIFIED, AND ADMINISTRATIVE PERSONNEL PROCEDURES

- A. Academic unit and department heads must complete and submit a *Request to Initiate the Hiring Process* form for any faculty, non-classified, or administrative staff position opening. The unit or department head must include on this form the title of the position, the date on which the position will be vacant, the essential job functions of the position, salary and budget information, and advertising preference. The unit or department head must secure approval from the Executive Council member who supervises the area in which the vacancy occurs and from the Chancellor. The Chancellor will forward the completed *Request* to the UAM Personnel Office. The Personnel Officer will then forward a copy to the Human Relations Office. The signatures of the applicable Vice Chancellor and Chancellor shall serve as approval for the position vacancy to be filled and the Human Relations Office to proceed with advertising.
- B. The *Request to Initiate the Hiring Process* must be accompanied by a job description containing, among other things, the minimum qualifications required. The Human Relations Officer may find it necessary to edit the job description for accuracy, completeness, and conformance with affirmative action standards. Any substantive changes will be discussed with the unit or department head who submitted the description; in some cases, the unit or department head may be requested to rewrite the job description. The unit or department head should also attach to the *Request* form a suggested list of publications in which advertisements should be placed. No positions will be advertised until the approved *Request to Initiate the Hiring Process* and its accompaniments have been received by the Human Relations Officer.
- C. The Human Relations Officer will make the final determination on the publications to be used and actually place all paid advertisements for position vacancies.
 - 1. Rather than charging advertising to individual unit or departmental budgets, all affirmative action advertising costs are paid from funds earmarked for this purpose in the human relations budget.
 - 2. Advertisements for non-classified and administrative staff and faculty positions will direct responses to the person designated as being responsible for hiring or to his/her designee or search committee.
- D. Vacancy notification methods which will be used are as follows:

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1. Advertisements will be placed in applicable regional and national papers and professional journals.
 2. The UAM Human Relations Office will periodically send notices of vacancies to a list of predominantly black colleges and universities.
 3. Personal contacts will be made by the unit or department head to seek referrals from professional colleagues in corresponding departments and predominantly black colleges and universities or related businesses.
 4. Each advertisement will be e-mailed to all faculty and staff who are on the UAM public netlist.
- E. Current and retired files of open and filled positions will be maintained by the Human Relations Officer. Contained in these files will be hiring initiation forms, advertising documentation, affirmative action reports, and affirmative action certifications.
- F. If a search committee is used in the selection process, there should be minority representation on the committee.
- G. Before the final selection is made regarding which candidate(s) will be brought to campus for an interview, the unit or department head must seek written authorization from the appropriate Vice Chancellor for travel expenses for persons to be interviewed. Prior to further authorization, the Human Relations Officer may ask or may be asked to review the applications, the candidates recommended for interviews, and all other procedures used in the process. The Human Relations Officer may direct re-advertising, additional personal contacts and referrals, or a complete repeat of the process if it is determined that affirmative action guidelines are not being satisfied.
- H. All costs for interviewing a candidate are paid from funds earmarked for this purpose in the human relations budget. Normally, all candidates brought to campus for an interview will be reimbursed for actual expenses according to University travel regulations and restrictions.
- I. Records pertaining to the search and selection process must be retained in the unit or department office at least three years. Records retained should include all application materials, transcripts, resumes, recommendations, etc., received from applicants as well as any other relevant materials or notes.

II. CLASSIFIED PERSONNEL

- A. Academic unit and department heads must complete and submit a *Request to Initiate the Hiring Process* form for any classified opening. Included on this form must be the title of the position, the essential job functions, the date on which the vacancy will occur, and whether the advertising preference is for promotional opportunities or for

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off-campus advertising. The unit or department head must also describe tasks, duties, and responsibilities unique to the position (e.g., overtime, police check, on-call, etc.) The unit or department head must secure approval from the Executive Council member who supervises the area in which the vacancy occurs and from the Chancellor, who will forward the completed *Request* to the UAM Personnel Office. The Personnel Officer will then attach a copy of the appropriate state classified job description and forward a copy of both documents to the Human Relations Office. No positions will be advertised until the approved *Request to Initiate the Hiring Process* has been received by the Human Relations Officer.

- B. Unit or department heads may choose to promote from on-campus personnel to fill a vacancy. In this case, the Human Relations Office will e-mail notice of the opening to all faculty and staff who are on the UAM public netlist. The date for first consideration will be at least two weeks from the date of the first announcement of the opening.

If a position is not filled via on-campus promotion as was originally intended, the unit or department head will notify the Human Relations Officer via memorandum that the position be advertised. The unit or department head may submit a suggested list of publications for advertisement.

The University also maintains an active pool of applications for certain classified positions; e.g., secretarial and custodial. These positions are only advertised when the pool needs to be replenished or when no applicant in the pool fits the job description and/or minimum qualifications. Copies of the pool applications are sent to the unit or department head for his/her review. Applications in the pool are retained for 90 days from date of application.

- C. For positions that require advertising, either initially or subsequently, the Human Relations Officer will make the final determination on the publications to be used and actually place all paid advertisements for classified position vacancies. Deadline for first consideration will be at least two weeks after the first publication is issued.
 - 1. Rather than charging advertising to individual unit or departmental budgets, all affirmative action advertising costs are paid from funds earmarked for this purpose in the human relations budget.
 - 2. Advertisements for classified positions will direct applications to the Personnel Office where applicants will complete an application form and be screened for certain minimum qualifications and required skills. Copies of all viable applications will then be forwarded to the appropriate supervisor responsible for hiring.
- D. Vacancy notification methods which will be used are as follows:

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1. Advertisements will be placed in applicable local, state and/or regional papers.
 2. Personal contacts will be made by the unit or department head to seek referrals from colleagues in corresponding departments at other colleges and universities or related business fields.
 3. Each advertisement will be e-mailed to all faculty and staff who are on the UAM public netlist.
 4. Notices of classified position openings are posted on the bulletin board outside the UAM Personnel Office.
- E. Current and retired files of open and filled positions will be maintained by the Human Relations Officer. Contained in these files will be hiring initiation forms, advertising documentation, affirmative action reports, and affirmative action certifications.
- F. Before the final selection is made regarding which candidate(s) will be brought to campus for an interview, the unit or department head must seek written authorization from the appropriate Executive Council member for travel expenses, if any, for persons to be interviewed. Prior to further authorization, the Human Relations Officer may ask or may be asked to review the applications, the candidates recommended for interviews, and all other procedures used in the process. The Human Relations Officer may direct re-advertising, additional personal contacts and referrals, or a complete repeat of the process if it is determined that affirmative action guidelines are not being satisfied.
- G. Records pertaining to the search and selection process must be retained in the unit or departmental office at least three years. Records retained should include all application materials, transcripts, resumes, recommendations, etc., received from applicants as well as any other relevant materials or notes.