Recruitment, Appointment, and Hiring of Staff

Policy Statement

Eastern Kentucky University is committed to attracting and retaining qualified individuals to support the mission of the institution. Consistent with Policy 1.4.1, Non-discrimination and Harassment, the University’s commitment provides for equal opportunity and affirmative action in recruitment, appointment, promotion, payment, training, and other personnel practices.

This policy describes the University’s principles and procedures in the hiring of academic and administrative staff at all levels. While staff positions are normally filled through a search process, there may be instances where it is in the best interest of the University to staff a position through an appointment. These instances include, but may not be limited to, appointments to vacant positions, either because of a failed search or in cases of sudden vacancies in positions that are essential to the operation of the university, or instances where a special task or initiative may require uniquely qualified individuals holding newly created positions for a specified length of time. Under such circumstances, a staff member may be appointed by the President or a Vice President.

No administrative staff position is tenured, although some administrators may be granted tenure as a faculty member in an academic department, per Policy 4.6.4, Tenure and Promotion.

Entities Affected by the Policy

- University community

Principles

The recruitment, appointment, and hiring process shall
- support the University’s Strategic Plan, the Diversity Plan, Affirmative Action, and Equal Opportunity and Inclusion;
- provide consideration of highly qualified EKU staff in all hiring, promotion, and retention decisions;
- seek to hire the best possible candidate;
- delineate and promote career pathways for all employees.

Procedures

All recruitment and employment activities conducted by the University are to be carried out in accordance with applicable local, state, and federal laws; principles of equal employment opportunity and affirmative action; and established University policy. All qualified candidates shall be given consideration. Department/Unit heads and hiring officials are responsible for ensuring that recruiting and hiring recommendations are administered within this policy.
Prior to initiating a search the hiring official will consult with Human Resources to determine the type of search: Interdepartmental (only within the specified department/unit); Internal (University-wide); or External (can include internal candidate).

Approval to Hire: New Positions
Hiring officials seeking to hire new employees must complete a New Position Request form. A complete Job Description must be submitted along with the New Position Request form. The request must be approved by the individuals listed on the form. Once the New Position Request has been approved at all levels, Human Resources will notify the hiring official and grant approval to post the position.

Approval to Hire: Vacant Positions
Hiring officials seeking to fill vacated positions must have the position reviewed and approved by the appropriate University Vice President prior to initiation of the search.

Request for Exemption for Recruitment
The University's posting requirement may be exempted for the following reasons:
1. The personnel action meets the criteria of reclassification or results from minor changes to the job title and/or job responsibilities.
2. An acting or interim appointment made in emergency.
3. Unique qualifications that make a search counter-productive. Documentation of the qualifications must be attached.

Exemptions are approved by Human Resources.

Recruitment and Hiring Process
Upon approval from the President or the appropriate Vice President, requisitions for a staff position will be completed and submitted to the Human Resources Office through OES. The requisition will be processed for posting and assigned to a Human Resources representative, who will initiate contact with the hiring officer. The Human Resources representative will collaborate with the hiring officer to determine the type of search and develop a recruitment plan, including but not limited to advertising, search methods, and screening. During the recruitment and hiring process, the University's Strategic Plan, Affirmative Action Plan, and local, state, and federal requirements shall be considered.

Interviews may be conducted by telephone or through web-based methods (via Skype, Adobe Connect, etc.) to narrow the pool of candidates. Except in the case of interdepartmental searches, a minimum of two candidates should be identified for further interview. Once a final candidate has been identified, the hiring official shall receive appropriate approvals prior to an offer being made. Hiring officials must not discuss salary with candidates prior to approval. Once approval is received, employment offers may be made contingent on the results of the background check.

If the hiring official and Human Resources cannot agree on any component of the offer (e.g., job level, salary, etc.), the issue should be referred to the area Vice President and the Chief Human Resource Officer for resolution.

Letters of Appointment or Offer Letters
Letters of appointment or offer letters must be issued for all staff appointments and must include at least the following:
1. the title of the appointment;
2. a statement of the “employment at will” status of the administrative appointment;
3. the beginning date of the appointment;
4. the appointee’s signature signifying acceptance and understanding of the terms of the appointment; and
5. the following statement: This letter constitutes the full and complete agreement of the parties. No prior written or oral understandings or representations pertaining to the subject matter of this agreement shall be binding on the parties. Any amendments to this agreement are only effective if in writing and signed by the university’s authorized representative. This agreement may not be changed or amended orally.

Appointment letters for faculty assuming administrative positions shall also include the following:
1. the appointee’s current faculty salary (prior to administrative appointment), if applicable;
2. the explanation of the 9 to 12 month conversion formula and a statement of the resulting administrative salary (including the initial salary of the appointment), if applicable;
3. the specific amount of any administrative stipend added to the salary, if applicable;
4. a statement of the administrator’s right to return to his or her faculty position, if applicable, and the provisions for such a return that are in compliance with this policy;

Interim or Acting Appointments
When a vacancy occurs in a staff position and there is insufficient time for recruitment for a regular hire, the President or the area Vice President may make an interim or acting appointment.

An interim appointment is defined as a position filled on a temporary basis until a search can be conducted, or while a department/unit reorganization is taking place. An acting appointment is defined as a position filled on a temporary basis to replace a regular employee on leave; the expectation is that the regular employee will be returning to his/her regular position in the future.

Interim appointments will not exceed 12 months in duration. A search for a regular appointment shall begin within 3 months of the interim appointment. If a timely-initiated search fails to produce a viable candidate, the interim appointee may remain in the appointed position beyond the 12 month limit. The interim appointee may be appointed to the regular position only if the interim appointee is the successful candidate of an advertised search. No interim appointee may remain in the interim position for a period in excess of twenty-four (24) months.

Appointments Not Using the Normal Hiring Process
The University recognizes that on rare occasions where non-competitive and strategic opportunity talent selections are in the best interests of the institution the normal search process may not be used.

A. Critical Need Hires
The University may identify an individual whose expertise and skills are particularly aligned with pressing University needs, strategic priorities, unique opportunities or other circumstances. Under these circumstances, the President or an area Vice President may authorize the hiring of an individual without using the normal search process if the hire is for one year or less.

Procedure: A proposal to hire an individual in this category must be presented in writing to an area Vice President along with any supporting documentation which may help justify the hiring decision. A request originating with a Vice President must be approved by the President. Subsequent to approval, these documents must be placed on file with the Office of Institutional Equity.

B. Athletics-Associate Head Coaches, Assistant Coaches and Related Staff
Recognizing the highly competitive nature of intercollegiate athletics, including the characteristic urgency in filling coaching positions, head athletic coaches who, as a part of their employment contract negotiations, desire to hire other named individuals as a condition of position acceptance, may propose the hiring of associate head coaches, assistant coaches and related staff without a competitive search process. These individuals must be identified in writing and submitted to the Director of Intercollegiate Athletics and President for review and approval.

Procedure: A proposal to hire associate head coaches, assistant coaches and related staff must be presented in writing by the Director of Intercollegiate Athletics to the President along with supporting documentation to justify the hiring decision. Subsequent to approval by the President, these documents must be placed on file with the Office of Institutional Equity.

C. Status Change From Part-Time to Full-Time
A department/unit head may change the status of a current employee from part-time benefitted to fulltime in the same or similar position within limitations. Such a change may be made without following the University’s normal posting and search practices so long as the original appointment in the part-time benefitted position was filled using the University’s normal posting and search procedures.

Faculty Serving in Administrative/Staff Positions
All appointments of faculty members to administrative/staff positions are “at-will” positions subject to continuation or discontinuation at the discretion of the President or Vice President.
Candidates for initial administrative appointments that carry faculty rank and/or tenure may be made only after the prospective academic unit and college have considered the candidate and made a recommendation on the appointment (see Policy 4.6.4, Tenure and Promotion).

Compensation
At the discretion of the appropriate unit head and with authorization from the Provost, an administrative stipend may be added to the converted salary to provide compensation for additional responsibilities and must be commensurate with the duties assigned. This stipend is a temporary supplement to the administrator’s base salary, to be removed upon termination of the administrative assignment.

Return to Faculty Position
1. An administrator who holds a concurrent tenured faculty appointment may return to that appointment with all the rights and responsibilities of faculty in the home department, unless a proceeding is initiated to discharge or demote the administrator from the faculty position. If there has been an administrative stipend during the appointment, that stipend shall be removed. Returns to faculty positions from administrative assignments should be effective on either July 1 or January 1 of each year, though consideration will be given to off-cycle appointments as needed.
2. For a 12 month administrator returning to a 9 month faculty position, the 12 month administrative salary (minus any administrative stipend) will be converted to a 9 month faculty salary by using a 9/11s multiplier (0.75). If an administrator returns to a 9 month faculty position, their base salary will be adjusted to account for Board of Regents approved pay increases implemented during their time as an administrator.
3. The salary of a faculty member returning to a faculty position from an administrative position should be commensurate with the salaries of comparable faculty members.

Non-Renewal or Termination of an Administrative Appointment
Appointment to administrative service carries with it no assurance of reappointment or continuation. Administrative appointments are not eligible for tenure or continuing status. An administrator will not be entitled to an appeal or other review of the decision by the President or President’s designee not to renew an appointment. Nor will an administrator be entitled to a statement of reasons for that action. The nonrenewal need not be construed as due to failure or poor performance. Considerations such as the need for a different area of specialization or for a new emphasis, the lack of a continuing position, the need to shift a position or resources to another department or unit, or the opportunity for a more vigorous program or for any other lawful reason may dictate that the appointment not be renewed.

The President may release an administrator due to a financial emergency as declared by the Board of Regents. If such a release occurs, the individual’s personnel file will reflect that “the release was due to institutional financial emergency.”

Responsibilities

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<tr>
<th>Hiring Officials</th>
<th>Hiring officials are responsible for:</th>
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<tr>
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<td>ensuring that recruiting and hiring recommendations are administered in compliance with University policy and procedures;</td>
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<td>consulting with Human Resources to determine the type of search;</td>
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<td>making an employment offer after receiving the appropriate approvals.</td>
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Definitions

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<tr>
<th>Acting Appointment</th>
<th>A position filled on a temporary basis to replace a regular employee on leave; the expectation is that the regular employee will be returning to his/her regular position in the future.</th>
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<tr>
<td>Hiring Official</td>
<td>A hiring official is any employee charged with the responsibility of recruiting potential candidates and overseeing the search for an open position.</td>
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<td>Interim Appointment</td>
<td>A position filled on a temporary basis until a search can be conducted, or while a department/unit reorganization is taking place.</td>
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Online Employment System (OES)  The application mechanism used by the University for employment.

Interpreting Authority
Chief Human Resources Officer

Policy References
Policy 1.4.1, Non-Discrimination and Harassment
Policy 4.6.4, Tenure and Promotion

Policy Adoption Review and Approval