



Policy

University Policy HR-20.02-09/15

Policy Title: Recruitment, Selection, and Appointment

Originator: Human Resources Department

Responsible Office: Human Resources Department

Reason for Policy/Purpose:

All recruitment and hiring activities shall be planned and conducted in accordance with State and Federal laws, applicable regulations and policies, and the University of West Florida's commitment to diversity and equal opportunity. This Policy applies to all employment classifications except where noted otherwise.

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Policy Statement:

- (1) Hiring Principles.**

- a. The University is committed to providing equal opportunity to its applicants and employees as it pertains to age, color, disability, gender (including sex and gender identity), marital status, national origin, race, religion, sexual orientation and veteran status consistent with State and Federal law.
- b. University departments welcome and encourage applications from a diverse population.
- c. The University adopts the Recruitment Processes set forth herein in order to further its ability to offer an employment opportunity to the most suitable individual for a position based upon position requirements, selection criteria, and needs of the department.
- d. The University will not discriminate against any employee or applicant for employment because of age, color, disability, gender (including sex and gender identity), marital status, national origin, race, religion, sexual orientation, and veteran status. The University will take appropriate measures to ensure that applicants are employed, and that employees are treated during employment, without regard to their age, color, disability, gender (sex and gender identity), marital status, national origin, race, religion, sexual orientation, and veteran status.

(2) Vacant Positions.

- a. A position vacancy exists when an incumbent vacates an established position or when a new position is created.
- b. A Position Description must be on file in the Human Resources Department for each University Work Force (UWF) position. Position descriptions should be updated when there is a material change in the responsibilities of the position and before advertising to fill a vacant position.

(3) Appointment Types for Faculty.

- a. Adjunct – A Faculty OPS (Other Personal Services) appointment. Adjunct appointments are for temporary or part-time employment when the term of employment is only for the period specified in the offer.
- b. Regular - An appointment to a line position. A line position is one that is funded by an established university funding source for the purpose of payment of wages to an employee. Depending upon the type of position, a Line position may accrue annual and sick leave and be eligible for membership in one of the Florida Retirement System plans.
- c. Acting/Interim – A time limited appointment to a position primarily assigned to administrative duties.
- d. Provisional - An appointment of an individual who does not possess all of the position qualifications but who is expected to acquire such qualifications in a short period of time.

- e. Visiting - An appointment of an individual who possesses the required professional qualifications when either the person or the position is not expected to be available for more than a limited period of time.
- f. Research – A Faculty appointment for an individual who is engaged primarily in research.
- g. Courtesy - An unpaid appointment which may include special academic privileges such as voting in departmental matters. Individuals appointed with this status may or may not be otherwise affiliated with the University.
- h. Emeritus - An honorary title which may be conferred at retirement in recognition of distinguished service.
- i. Phased Retirement – A Faculty (OPS) appointment under the provisions of the Phased Retirement Program which is outlined in the UFF-UWF collective bargaining agreement.
- j. Multi-Year - An appointment which extends beyond one academic or fiscal year.

(4) Appointment Types for University Work Force (“UWF”).

- a. Line Item Position – A line position is one that is funded by an established university funding source for the purpose of payment of wages to an employee. Line positions may accrue annual and sick leave and be eligible for membership in one of the Florida Retirement System plans. An appointment to a Line Item Position is either Orientation Period or Regular.
 - (i) Orientation Period - The Orientation period is a probationary period at the university for a newly-hired University Work Force employee. The orientation period is 12 months in length. See University Policy HR-17 *Evaluation* for additional information.
 - (ii) Regular - An appointment to a line position becomes “regular” after successful completion of the orientation period.
- b. Emergency - An appointment for no more than six (6) months where a vacancy must be filled immediately due to an emergency.
- c. Time-limited position - An appointment to a position funded by soft money (contract and grant, auxiliary), or local fund, or for a project or specified period. Such designation must be made by the hiring authority at the time of recruitment. A time-limited position shall have the same rights as a position with a regular appointment modifier, except that such a position is not entitled to advance notice of separation at any point within the appointment term or at the expiration of the appointment term. Time-limited positions are not entitled to rights related to layoff or recall. Time-limited positions will have a position number with a “T” designation. Time-limited positions are benefits-eligible positions.

- d. Provisional - An appointment of an individual who does not yet possess all of the qualifications of a position but who is expected to acquire such qualifications within a short period of time.
- e. Acting/Interim – A time limited appointment to a position primarily assigned administrative duties.
- f. Other Personal Services (OPS) Positions-- Non-full Benefits Earning.
 - (i) OPS Positions- Appointments of employees on a temporary basis. These positions do not provide the full benefits that are provided with a line position.
 - (ii) Purpose. An OPS position is used to temporarily replace an employee who is on leave or who is temporarily reassigned, to overlap one employee with another for training purposes, or to address a workforce need that is project-oriented in nature. OPS positions may also be used for part-time appointments.
 - (iii) Funding. OPS positions are not funded in the same manner as regular positions. When budgeting workforce needs, hiring officials should note that OPS employees may be eligible for health insurance benefits as a result of the Patient Protection and Affordable Care Act (PPACA), and that departments may be responsible for funding the employer portion of such benefits.
 - (iv) Duration. Generally, OPS positions should be utilized for short term, part-time, or limited funding situations. OPS positions should be re-evaluated at least annually by the department head; and, if the workforce need is still present, evaluated for departmental need of a line-item or time-limited position.
 - (v) Classification. Generally, OPS positions are positions that are classified as FLSA non-exempt positions. Generally, these positions are paid on an hourly basis. Non-exempt employees are entitled to overtime pay for actual work time in excess of 40 hours per week in accordance with the Fair Labor Standards Act (FLSA). Requests to classify OPS positions as exempt from FLSA requirements shall be made to the Human Resources Department and will be analyzed on a case-by-case basis. There are various restrictions on the number of hours that student employees may work and retain the classification of student employee.

(5) Advertising Position Vacancies - The following provisions apply to advertising university line position vacancies, unless there is an exemption from or exception to the advertising requirement (see Section (8) below).

- a. University line position vacancies must be advertised for a minimum of ten (10) working days on the University's on-line recruitment website unless an exemption applies or an exception has been granted. This site is the official means of advertising position vacancies at

UWF and is updated daily. It is preferred, but not required, that OPS positions (including student employment positions) be posted on the University's recruitment site.

b. All University Workforce position vacancies at the Coordinator level or higher and all Faculty position vacancies (except Visiting Positions, Adjuncts, Instructors, and Lecturers) must be advertised in at least one external publication that is targeted to recruitment of gender and racial/ethnic minority candidates.

c. All position advertisements must be approved by the Human Resources Department prior to publication.

d. Requirements in Advertisements – The University is an Equal Opportunity/Access/Affirmative Action employer and is committed to providing equal opportunity and non-discrimination toward applicants and employees and does not discriminate against applicants or employees on the basis of age, color, disability, sex/gender, marital status, national origin, race, religion, sexual orientation, or veteran status consistent with State and Federal law.

Each external print and electronic position advertisement should include the following statements:

- (i) The University of West Florida is an Equal Opportunity/Access/Affirmative Action employer. Any individual who requires special accommodations to apply is requested to advise UWF by contacting the UWF Human Resources Department at 1-850-474-2694 (voice) or 1 850 857 6114 (TTY). A criminal background check is required for successful candidates. E-Verify requirements may apply for employment in certain positions.
- (ii) Position Title. The official UWF position title and any working title which may be used to better describe position duties.
- (iii) Position Number.
- (iv) Full-time equivalent (FTE).
- (vi) Physical job location.
- (vii) Pay Information or pay range. The Human Resources Department may assist hiring officials in determining hiring pay ranges.
- (viii) Minimum qualifications for the official UWF classification along with any preferred qualifications.
- (ix) Application deadline or preferred response date.

- (x) A statement indicating where and how applications may be submitted.
- (xi) A statement indicating that all applications for employment at the University are subject to the Florida public records law.

(6) Search Committees and Sunshine Requirements.

- a. The hiring official is the individual responsible for making the hiring decision. The hiring official is responsible for the integrity of the hiring process.
- b. The hiring official shall utilize a search committee in the hiring process of any University Work Force position at the director level or higher level.
- c. The hiring official may, but is not required to, utilize a search committee in the hiring process of any University Work Force position below the director level or equivalent.
- d. The hiring official shall utilize a search committee in the hiring process of any ranked faculty position, other than a visiting position, an adjunct, instructor or lecturer position.
- e. The hiring official is not required to use a search committee for any Faculty administrative assignment (e.g., Chair, Assistant Dean) unless there is an external recruitment for the position.
- f. Any recruitment effort that utilizes a search committee (even where a search committee is not required) must comply with the Florida Sunshine meeting requirements, which are:
 - (i) the meetings must be open to the public,
 - (ii) the meetings must be publicly noticed a reasonable amount of time prior to the meeting (seven days is usually considered reasonable),
 - (iii) minutes of the meeting must be taken, and
 - (iv) the communications between search committee members on the subject of the search is limited to the publicly-noticed Sunshine meetings only.
- g. The hiring official shall designate one member of the search committee to serve as chairperson of the search committee.
- h. Search committee composition. A search committee must be composed of a minimum of three individuals. The hiring official will designate the members of the search committee. UWF has a commitment to diversity, and our commitment must be reflected in our search committees. When hired, UWF employees are asked to voluntarily provide information regarding their gender, race (Asian, Black or African American, American Indian or Alaska Native, Native Hawaiian or Pacific Islander, or White) and ethnicity (Hispanic or Latino). Using this

information, the Human Resources Department evaluates the composition of the search committee to ensure that the committee is composed of individuals of various genders, races and ethnicities. Where this information is unknown, for example, if a search committee member is not a university employee, the search committee member may be asked to provide gender, race and ethnicity information.

There is no requirement as to the number of different races or ethnicities, as long as all of the committee members are not the same gender, are not all the same race, and are not all the same ethnicity. An individual in the field of multi-cultural studies, diversity studies, or who is an employee in the Office of Diversity and Equity, or a similarly focused department, can be added to a search committee to provide race or ethnic diversity, even if that individual is not racially or ethnically different than the other members of the search committee. The Human Resources department will advise the hiring official as to any changes needed to achieve a diverse search committee. If an exception to the search committee composition requirements is requested, the hiring official shall document the justification in writing to the Dean, Director or supervisor at an equivalent level.

- i. Search committee members may include members of the hiring department or other departments, community members, or students who have relevant knowledge of the functions and requirements of the vacant position.
- j. An individual who serves on a search committee may not apply for the vacant position.
- k. The hiring official shall consult with Human Resources in instances where potential conflicts of interest exist and take appropriate action.

(7) Exemptions from and Waivers of Recruitment.

a. Exemptions from the Recruitment Process. Recruitment is not required for the actions listed below. However, for any action listed below, a personnel action form must be completed and submitted to the Human Resources Department. All divisional requirements must be met prior to submitting the personnel action form to the Human Resources Department.

- (i) Addition or removal of administrative assignments.
- (ii) Re-classification of an occupied position that results in an employee remaining in the same line/position number.
- (iii) Reappointment to a position funded from contracts or grants that becomes available because of the re-establishment of a contract or grant.
- (iv) Positions funded from contracts or grants, including positions funded from newly established or newly expanded contracts or grants, where the proposed

incumbents are specifically identified by name in the contract or grant and are critical to the success of the grant.

(v) OPS Positions. Although OPS positions, including student positions, are exempt from recruitment, it is preferred that OPS positions, including student positions, be posted on the university recruitment website when possible.

(vi) Funding changes.

(vii) Appointments to positions of .50 FTE or less.

b. Waivers of Recruitment. Hiring officials may request that the Recruitment Process be waived. If a Waiver of Recruitment is granted, the position does not have to be advertised and a search committee is not required, even if the position is at or above the director level. Requests for a Waiver of Recruitment must be submitted to the Human Resources Department after approval by the appropriate Vice President. In reviewing such requests, the Human Resources Department shall consider internal pay equity, time constraints, emergency situations, discipline or field under-representation, diversity goals, prior recruitment efforts, documented recruitment challenges, University operational needs, and the best interests of the University. Waivers of Recruitment may be requested under the following circumstances:

(i) Voluntary or involuntary change in assignment, demotion, or layoff recall.

(ii) Emergency appointments.

(iii) Temporary/interim appointments.

(iv) Moving an employee from one line item position to another line item position with a different position number.

(v) Internal reassignments or other circumstances when a hiring official has identified a candidate presently employed by the University who meets the qualifications for the position, and the hiring official believes that there is no need to expend University resources on recruitment.

(vi) Other exceptional circumstances.

(8) Application Process.

a. Applicants for vacant positions must submit a UWF application, using the University's online application software, by the advertised job closing date, where applicable. Reasonable accommodation in the application process will be provided to applicants who request accommodation based on disability. The University only accepts employment applications via the online software and only accepts applications for specific positions when a position opening exists.

- b. Applicants may be required to submit supporting documentation with the employment application as stated in the position advertisement such as a cover letter/letter of interest, resume/curriculum vitae, and list of references. Additional requirements may be appropriate for certain positions.
- c. Positions eligible for Veterans' Preference will be noted as such on the UWF online position posting. According to Florida Statute, a veterans' preference for specified positions shall be granted provided the applicant submits documentation of military service at the time of application.
- d. The University is subject to Office of Federal Contract Compliance Programs (OFCCP) regulations that require the University to invite applicants to voluntarily self-identify their gender, race, and ethnicity and to invite applicants to self-identify as protected veterans and as individuals with disabilities at both the pre-offer and post-offer phases of the application process. This information is collected in accordance with Executive Order 11246, as amended.
- e. The hiring authority must maintain records of employee selection and appointment for four years from the date of hire.

(9) Applicant Pool Certification.

- a. At the position closing date or preferred response date (as applicable), the Human Resources Department will review the pool of applicants who have met the minimum education requirements for the position, for gender and racial/ethnic diversity. This is accomplished by utilizing U.S. Census Bureau demographic information for the job group and relevant geographic recruitment area for the vacant position. If the applicant pool contains a significantly less than expected percentage of applicants who are gender and/or racial/ethnic minority applicants, the hiring official may be required to extend the position advertising time, re-advertise the position, or advertise the position in additional media sources that are targeted to recruitment of gender and racial/ethnic minority candidates.
- b. Reusing Applicant Pools. Certified applicant pools may be reused by the hiring manager as long as three conditions are met: (1) the two positions have similar pay rates, (2) the two positions have similar minimum qualifications, and (3) the posting that resulted in the first applicant pool is within six months of the second use of the applicant pool.

(10) Selection.

- a. The applicant selected for a position vacancy (the finalist) should be the applicant who best meets the position requirements, selection criteria, and needs of the department. Hiring officials may not make official employment offers until completing reference checks and appropriate criminal background screening on the finalist.

- b. Employment eligibility shall be determined through verification of work history, official transcripts from an accredited college or university, if applicable, reference checks, and criminal background screens.
- c. Minimum Qualification Waivers – Requests for waiver of minimum qualification requirements for non-Faculty positions may be requested in accordance with the Human Resources Department’s Minimum Qualification Waiver Procedure.
- d. After successful completion of reference checks, the hiring official shall require the selected applicant to submit to a criminal background check. At this point, the hiring authority may make a contingent offer of employment to the finalist. The employment offer is contingent upon successful completion and clearance of the criminal background screen as described below in 12(c).
- e. Offer letters for University Work Force positions must be approved by the appropriate divisional Vice President utilizing the Human Resources approved offer letter guidelines prior to being sent to the finalist. Offer letters for Faculty position must be approved by the Office of the Provost prior to being sent to the finalist.

(11) Appointment.

- a. Prior to making an official employment offer to any candidate, the hiring official must receive notification from the Human Resources Department that the finalist has successfully completed the background screening process and may receive an official employment offer.
- b. After an employment offer is accepted, the hiring official submits a Personnel Action Form and all essential documents to the Human Resources Department for processing. Hiring officials shall schedule start dates for new employees in association with University pay period beginning dates when possible.
- c. Background Screening
 - (i) In addition to employment/education verification and reference checks, the University of West Florida conducts Level I criminal background history screening on all final candidates for faculty, University Work Force, and OPS non-student-employee positions prior to an offer of employment. University departments may have different (more restrictive) requirements based on sensitivity of information handled for certain positions. A candidate’s refusal to submit to background screening or fingerprinting shall disqualify the candidate from employment.
 - (ii) Additional screenings may be conducted depending on State and Federal law and position responsibilities and may include the following checks:

- (a) Driving History - Verification of a valid and appropriate driver's license where driving is a position requirement, or the employee will have access to University-owned vehicles.
- (b) Credit Check - A record search may be conducted for positions with significant financial responsibility and accountability.
- (c) Level II background checks, including fingerprinting, will be conducted prior to employment for individuals based on the responsibilities of the position and for positions for which work responsibilities include contact with vulnerable populations and minors. This also applies to volunteers who volunteer ten hours or more per month in these types of roles. Background checks for law enforcement employees are conducted in accordance with Florida Statute 943 and Florida Department of Law Enforcement (FDLE) guidelines.
- d. Direct Deposit - All employees are strongly encouraged to authorize direct deposit of their paychecks through electronic funds transfer.
- e. E-VERIFY - Employees paid from a state or federal contract will be processed through E-Verify.

Change Justification:

This policy is being revised as the result of a review of University Human Resources policies.

Authority and Related Documents:

Executive Order 11246 as amended by Executive Order 11478; Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and relevant Collective Bargaining Agreements.

APPROVED: Dr. Judith A. Bense, President **Date:** 10/2/15

History:

HR-20.00-2004/07 Recruitment, Selection, and Appointment, adopted July 2004; revised hereby.

Adopted by the University Board of Trustees Audit and Operations Committee on August 5, 2015; ratified by the University of West Florida Board of Trustees on September 30, 2015.