

Dixie State University Policy

305 Hiring



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 Dixie State University (DSU) establishes and follows hiring practices in accordance with federal and state laws governing employment including equal opportunity, affirmative action, nepotism, immigration, and advertising requirements.

II. Scope

- 2.1 This policy applies to all employment where the incumbent is employed and paid by Dixie State University.

III. Definitions

- 3.1 ***Job Announcement:*** derived from an employee's job description, a detailed account or explanation of the duties, qualifications, and contact information of the organization advertising a vacant or new job for the purpose of attracting applications and determining a new hire.
- 3.2 ***Acting Appointment:*** the appointment of an existing employee to another position due to leave for a period of time of an incumbent who has not indicated an intention to terminate employment or vacate the position. Acting appointments can last the length of the incumbent's leave.
 - 3.2.1 Not all position vacancies due to leave require an acting appointment, as acting appointments are temporary in nature. Other temporary solutions include the position's supervisor absorbing duties or reassigning duties to other employee(s).
- 3.3 ***Advertising:*** promoting a job opening to applicants through DSU's employment website and through media such as newspapers or websites

including those that target a field or profession.

- 3.4 **Applicant:** an individual who has submitted a formal application for a vacant position.
- 3.5 **Appointing Authority:** the individual who will be selecting an existing full-time employee to fill the acting or interim appointment. Can be the next-level supervisor of the position or a higher level employee as designed by the applicable Vice-President/President, who may retain the authority him/herself.
 - 3.5.1 The appointing authority will delegate the workload, when necessary, in an equitable manner to an employee or employees who are able to perform tasks in a competent manner.
- 3.6 **Candidate:** an individual who is selected from the applicant pool.
- 3.7 **Interim Appointment:** appointment of an existing employee to temporarily perform the duties of a vacant or new position during the period when a search is conducted to select a permanent successor.
 - 3.7.1 Not all position vacancies require an interim appointment. Other temporary solutions include the position's supervisor absorbing duties or reassigning duties to other employee(s).
 - 3.7.2 Prompt recruitment can help avoid the need for an interim appointment. However, when a search is unsuccessful or unfeasible, an interim appointment may be needed.
 - 3.7.3 Interim appointments are temporary in nature and rarely last longer than one (1) year. If special circumstances exist, the approval of the appropriate Vice-President and Human Resources is required to extend the interim appointment for a period longer than one (1) year.
- 3.8 **Internal Applicant:** a current DSU employee who has submitted a formal application for a vacant internal position that is either:
 - 3.8.1 A full-time employee (0.75 FTE or higher) who is no longer on probation (see DSU Policy 325: Probation);
 - 3.8.2 A part-time hourly employee (less than 0.75 FTE) who has worked a minimum of 600 hours during the twelve (12) consecutive months immediately prior to the position's advertisement;
 - 3.8.3 An adjunct or part-time faculty member teaching at least six (6) credit hours per semester for at least two full semesters immediately prior to

the position's advertisement.

IV. Policy

- 4.1 The Human Resources office is the central recruiting office responsible for the establishment of hiring guidelines. All faculty and staff positions (both full-time and part-time) must be advertised through the Human Resources office and require an approval process, including submission and review of a job announcement, meeting established posting requirements, and confirmation of budget/secured funding, prior to advertisement.
 - 4.1.1 Positions where on-going funding is expected but not yet available may be announced as "contingent upon funding" and must be approved by the Budget Office, Human Resources, and the applicable Vice President.
 - 4.1.2 Student employment advertising and recruitment is handled through the University's Career Center with associated job boards. Departments are strongly encouraged to advertise all student positions with either the Financial Aid Office for work-study positions or the Career Center for other student employment positions on campus. Selection and advertisement of student employment is at the discretion of department heads and/or budget administrators. Upon selection of student employee hires, DSU Policy 310: Part-Time Employment outlines procedures governing their employment.
- 4.2 After the required approvals have been obtained, the position will be posted on the Human Resources employment webpage and advertised by the Human Resources office in an effort to recruit eligible applicants. Positions shall be advertised in appropriate publications according to federal and state laws, the geographic scope of the search, affirmative action goals, and the needs and resources of the hiring department and the University.
 - 4.2.1 Applicants are required to apply online through the Human Resources employment webpage for all salaried positions. Job postings for part-time positions may allow online application through the Human Resources employment webpage or may submit their application materials differently as specified on each part-time posting.
- 4.3 Whether the position is a new position or a replacement position, all full-time positions will be advertised internally and externally simultaneously for a minimum period of ten (10) business days for staff positions and for a minimum period of 30 days for faculty positions.
 - 4.3.1 Searches for salaried positions may be limited to internal applicants

where there is a possibility of recruiting a current university employee with the appropriate skill set and qualifications. Such internal announcements must advertise for a minimum of five (5) business days and receive the appropriate vice-president and Human Resources approval. Internal applicants must qualify under the definition outlined in this policy for their application to be considered.

- 4.3.2 Acting or interim appointments require a minimum of five (5) business days to the internal campus community and receive the appropriate vice-president and Human Resources approval. The announcement must indicate that the position will be opened for recruitment in the future or that reorganization is being considered and the position may not exist in the future.
 - 4.3.3 Exceptions to external and/or internal advertising and opening of a position are at the discretion of the University President or applicable Vice President, in consultation with Human Resources.
 - 4.3.4 Reassignment by the University President or applicable Vice President may be made in lieu of opening a position (see DSU Policy 351: Job Classification), in consultation with Human Resources.
 - 4.3.5 The Academic Vice President/Provost, with approval from the University President and ratification of the Board of Trustees, has final authority to appoint members of the faculty.
- 4.4 Whether the position is a new position or a replacement position, all part-time staff positions at Dixie State University (paid on an hourly basis) will be advertised internally and externally simultaneously for a minimum period of five (5) business days.
- 4.5 Whether the position is a new position or a replacement position, all adjunct faculty positions at Dixie State University (paid on a credit hour basis) will be advertised internally and externally simultaneously on a continuous basis throughout the year in an effort to build a pool of qualified candidates for adjunct teaching.
- 4.6 Hiring search committees for full-time positions will meet with the Human Resources office to receive training on: appropriate hiring procedures, regulations and policies relating to equal opportunity and affirmative action, importance of University strategic priorities such as diversity, creating appropriate search timelines, maintaining integrity and confidentiality of the search process, associated hiring forms, etc. Search committee members will be required to comply with hiring procedure and maintain integrity and

flexibility in meeting established timelines within the search process.

- 4.6.1 All actions, deliberations, and recommendations of search committees are personnel actions and must be treated with confidentiality in accordance with policy and law. The rules of confidentiality extend to all search committee members, including non-voting members, and does not expire even after an appointment is made. Committee members are prohibited from discussing any actions, deliberations, and recommendations of a search committee, or any information about candidates derived from the search. Search committee members who fail to comply with confidentiality (as expected of all employees under DSU Policy 157) may face corrective and disciplinary action as outlined in DSU Policy 372.
- 4.7 Prior to making an offer of employment to a full-time candidate, search committee chairs (with associated campus administrators) must review and work with the Human Resources office on the terms of the offer. Offers of employment are contingent upon verification of identity, verification of degrees/licensures when applicable, successful completion of a background check, and employment eligibility of the candidate.
 - 4.7.1 In the case of faculty appointments, ratification of hires will be presented to the University's Board of Trustees at the start of each semester.
- 4.8 In the event an employee leaves employment and is subsequently rehired by DSU, the following restrictions may apply:
 - 4.8.1 Full-time employees who leave employment and are subsequently rehired into another full-time position within DSU may start in their new position without a minimum required break in service.
 - 4.8.2 Full-time employees who leave employment and are subsequently rehired into a part-time position (whether adjunct faculty or hourly staff) must have a 26-week break in employment, under Federal Health Care Reform guidelines, in order to be considered benefits ineligible. If there is not a 26-week break in employment, the hiring department will be liable to fund any eligible health insurance costs for the first three (3) months of re-employment. Such re-employment requires the approval of the applicable Vice President and Human Resources. Work hours will be governed by DSU Policy 310: Part-Time Employment.
 - 4.8.2.1 Early Retirees may return to work as a part-time hourly or as adjunct faculty after a 60-day break from full-time

employment/pay but must work less than 50% time in the part-time role while on early retirement.

- 4.8.3 Part-time employees who leave employment and are subsequently rehired into another part-time position within DSU may start in their new position without a minimum required break in service. Work restrictions are found within DSU Policy 310: Part-Time Employment.

V. References

- 5.1 DSU Policy 157: Personal Conduct/Conflict of Interest
- 5.2 DSU Policies 301-320: Hiring Practices
- 5.3 DSU Policy 351: Job Classification
- 5.4 DSU Policy 372: Corrective and Disciplinary Action
- 5.5 DSU Policy 631: Faculty Categories
- 5.6 DSU Policy 638: Adjunct & Clinical Faculty

VI. Procedures

- 6.1 Hiring procedures for full-time positions (faculty and staff) are located on the Human Resources webpage. These procedures are reviewed with search committees prior to the screening of applications and will be reviewed with appropriate campus administration and shareholders annually to ensure compliance with federal and state laws as well as efficacy in the hiring process.
- 6.2 An employee or employees taking on an additional workload through an acting or interim appointment will be provided fair compensation or release from current obligations to complete this additional workload. This is negotiated with the employee and the employee's next-level supervisor, with consultation from the Vice President and/or Human Resources.
 - 6.2.1 The interim or acting employee has the right to return to his/her prior position unless his/her employment ends during the period of appointment.
 - 6.2.2 Interim and acting appointees use that term (interim, acting, or visiting in the case of faculty) in conjunction with the position title.
- 6.3 Nothing precludes the employee appointed on an interim or acting basis from applying for the permanent position once a search is opened or reopened.

Should they choose not to apply, they may also serve on the search committee as appropriate and approved by the Vice President.

- 6.4 An interim or acting appointment lasts the period of the vacancy unless the individual removes him/herself or the supervisor and applicable Vice President terminates the appointment. In such a case, if the need for an interim or acting appointment still exists, the appointing authority, the Vice President, and Human Resources will decide whether the new appointment will be made from the candidates from the original search or a new search will be conducted.
- 6.5 Part-time staff positions (hourly) require a search committee of at least three existing DSU employees, one of which must be a full-time employee and ideally the part-time staff employee's supervisor or a department head. The search committee is used when screening applications, choosing the qualified applicants for interview, conducting interviews, and/or recommending a candidate for hire. It is recommended that one person from each expressed gender serve on the search committee if possible. DSU Policy 310: Part-Time Employment outlines employment guidelines for these employees.
- 6.6 Adjunct faculty positions require a search committee made up of at least three full and/or part-time department faculty, usually headed by the department chair. The search committee is used when screening applications, choosing the qualified applicants for interview, conducting interviews, and/or recommending a candidate for hire. It is recommended that one person from each expressed gender serve on the search committee if possible. Any final hires must be approved by the division Dean prior to completing new hire paperwork with Human Resources. DSU Policies 631: Faculty Categories and 638: Adjunct & Clinical Faculty outline employment guidelines for these employees.

VII. Addenda

- 7.1 Hiring Procedures for Faculty:
<http://humanresources.dixie.edu>
- 7.2 Hiring Procedures for Staff:
<http://humanresources.dixie.edu>
- 7.3 Hiring Procedures for Acting, Interim, or Temporary Appointments:
<http://humanresources.dixie.edu>

Policy Owner: Executive Director of Human Resources
Policy Steward: DSU Human Resources

History:

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