



PROCEDURE

Job Search Procedure for Managerial and Unclassified (AFT Faculty and AFT Professional Staff) Positions

Procedure Administrator: Associate Vice President for Human Resources
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Index Cross-References:
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Approved By: Dr. Harvey Kesselman, President

I. PURPOSE

Stockton University strives to have fair, equitable, and inclusive job searches. The University also strives to attract a diverse group of applicants and candidates for employment and is committed to posting and widely advertising open, available positions. The New Jersey Law Against Discrimination (*N.J.S.A. 10:5-1 et. seq*) (*NJLAD*) and Stockton's Policy VI-28 - Policy Prohibiting Discrimination in the Workplace prohibit employment discrimination and apply to current and prospective employees.

The Office of Human Resources has primary oversight of job searches for managerial and unclassified positions (AFT Faculty and AFT Professional Staff). The Office of Human Resources shares responsibility with the Office of Diversity and Inclusion for campus-wide procedures related to issues of equity in the job search process for managerial and unclassified (AFT Faculty and AFT Professional Staff) positions. This Procedure applies to those involved in the search process, including Search Firms. The utilization of Search Firms will have a similar but modified process.

II. JOB SEARCH PROCEDURE DEFINED

This Procedure is the process Stockton University uses to systematically attract, review, identify, evaluate, and hire a diverse and talented workforce. This Procedure outlines the steps to conduct a fair, equitable, and inclusive search for qualified candidates who meet the standards outlined in job descriptions and who embrace the mission, vision, and values of the University.

III. ROLES AND RESPONSIBILITIES INCLUDED IN THE JOB SEARCH PROCESS

The overall responsibility of a Search Committee is to identify and recommend qualified applicants based on the job description. The Search Committee must provide a fair, equitable, and inclusive search.

The Search Committee is determined by the Hiring Manager and approved by the Divisional Executive.

1. Administrative Support Person:

Selected by the Search Chair and the Hiring Manager and provides administrative support to both.

2. Divisional Executive:

Provides guidance to the Hiring Manager, supports the Search Advocate, approves the Position Action (PACT) request form and approves the new hire recommendation.

3. Hiring Manager (Budget Unit Manager “BUM”, Dean, Director or Divisional Executive):

Provides the Search Committee with detailed information regarding the position requirements and organizational needs such as the budget, timeline and other key factors relevant to the search.

4. Office of Human Resources:

Provides primary oversight of the search process. Uses the Applicant Tracking System to manage the search process.

5. Office of Diversity and Inclusion:

In collaboration with the Office of Human Resources, oversees the process to provide a fair, equitable, and inclusive job search.

6. Office of the President:

Provides the start date and creates the contract for Faculty and AFT Professional Staff positions and the letter of appointment for Managerial positions.

7. Search Advocate:

Serves as a full member of the Search Committee. The Search Advocate cannot be a member of the hiring academic program/administrative office.

Search Advocates are trained by the Office of Diversity and Inclusion to identify and eliminate bias at all stages of the hiring process. Hiring administrators and/or search chairs must contact the Office of Diversity and Inclusion to secure a Search Advocate when the search process is initiated. The Office of Diversity and Inclusion assigns one Search Advocate per search committee.

8. Search Committee Chair:

Selected by the Hiring Manager and Divisional Executive. Provides leadership to the Search Committee and sets the tone and pace of the search. Conducts a search that is fair, equitable and inclusive in accordance with the University policies and procedures. Serves as a liaison between the Hiring Manager, Search Committee, Administrative Support Person, the Office of Diversity and Inclusion, the Office of Human Resources, Search Firms and applicants.

9. Search Committee Members:

Systematically review applications and, identify, evaluate, and recommend the successful candidate for employment.

Detailed information relating to the search process and search committee roles and responsibilities is available on the Human Resources Talent Acquisition webpage (Hiring a Manager, Faculty, or AFT Professional) and on the “Resources” tab within the Applicant Tracking System.

IV. HOW TO CONDUCT A SEARCH

1. Form and Charge the Search Committee:

The overall responsibility of the Search Committee is to review and recommend qualified candidate(s) who, based on the job requirements, meet the needs of the University.

2. Submit Forms for Approvals:

The Hiring Department must submit the following forms for approvals:

- PACT, including draft job description
- Search file

3. Advertise for the Position:

The Office of Human Resources is responsible for reviewing and advertising the open position. The Hiring Department is responsible for the cost of all advertisements. All Search Committee Members, including the Search Advocate, should participate in drafting the final job advertisement prior to submitting to the Office of Human Resources.

a. External Postings

Open positions are posted on the University's online applicant tracking system and with the Higher Education Recruitment Consortium (HERC), as well as agencies and organizations that assist women, minorities, persons with disabilities, and veterans in finding jobs.

b. Internal Postings

The posting of positions internally supports the professional development of current regular employees. In certain circumstances, e.g., when there are one or more qualified internal candidates for an open position, the Office of Human Resources may permit the hiring manager to solicit internal candidates only. Only qualified, eligible internal candidates may apply for internal open postings. In this situation, the Office of Human Resources will not post internal open positions to external job posting sites.

Successful internal candidates must meet the position's minimum qualifications and may move into higher-grade positions. The Office of Human Resources may approve a lateral move if the transfer provides a career development opportunity by enhancing skills and learning about other functions of the University.

i. A candidate for an open position posted internally must meet the following criteria:

- A current N.J. State benefits eligible employee of the University,
- Typically employed for a minimum of 12 months in the current position with a positive performance rating (employees with active documented performance concerns are not eligible), and

- An incumbent in a current position through a competitive search process (applications will not be accepted from employees who were appointed through a search waiver within the last 12 months).
 - ii. Casual, temporary and agency employees are not eligible.
 - iii. The Office of Human Resources will post internal open positions for five business days, minimally. Eligible employees must submit an application and other requested materials by the closing date.
 - iv. Full competitive searches must occur with subsequent vacancies resulting from internal promotions or transfers, with position vacancies posted to external sites.
- 4. Evaluate and Screen Applicants:

The Search Committee prepares the interview questions and the evaluation matrix for each search and submits to the Office of Human Resources and the Office of Diversity and Inclusion for review and approval.
- 5. Interview Candidates:

The Search Committee prepares the itinerary for candidates and conducts the interviews. As part of the interview process, finalists may be requested to present on an established topic to the campus community. The Search Guideline for Candidate Presentations outlines the process and is available on the Human Resources Talent Acquisition webpage under “Hiring a Manager, Faculty, or AFT Professional” below “Additional Helpful Links.” The link can also be found in the “Resources” tab within the Applicant Tracking System.
- 6. Select Candidates:

The Search Committee recommends the candidate(s) and discusses recommendations with the Hiring Manager, Divisional Executive, and the Office of Human Resources. The Search Committee serves in an advisory capacity to the Hiring Manager. Final decisions related to the search process and the offer of employment to a candidate will be made by the Hiring Manager.
- 7. Make an Offer:

The Hiring Manager makes a verbal offer to the candidate followed by a confirmation email. All offers are contingent upon submission of all required documentation including approval of the applicable visa for a foreign national under Procedure 6103, if applicable, successful completion of the University background check, and approval by the Board of Trustees.
- 8. Notify Unsuccessful Candidates:

The Search Committee Chair or Administrative Support Person notifies unsuccessful candidates via the Applicant Tracking System that their application is no longer being considered.
- 9. Prepare Nomination File for Board Approval:

The Administrative Support Person and/or the Hiring Manager prepares the nomination file for consideration by the Board of Trustees.

10. Unsuccessful Job Search:

In the event of an unsuccessful Job Search, the University follows the steps outlined in the Job Search Process.

V. DOCUMENTATION

At the conclusion of the search, all documents and materials supplied to, produced, received, reviewed, considered or discussed by the Search Committee shall be collected by and returned to the Search Committee Chair. The Search Committee Chair must provide all documents, materials, and the records of the deliberations and actions of the Search Committee to the Office of Human Resources to be maintained in the University records.

VI. CONFIDENTIALITY STATEMENT

The Search Committee Members are privy to confidential and privileged personnel information. Search Committee Members must maintain the confidentiality of the search during and after the hiring process. All documents and information received, reviewed or discussed in the search are confidential and may not be discussed or disclosed, in any form, directly or indirectly, to anyone who is not a member of the Search Committee.

Confidential information includes, but is not limited to, applicant names, applicant materials, screening of applicants, interview questions, the matrix evaluation and rankings (both individual and group), and any other information related to the search and selection process.

A breach of confidentiality may result in termination of the search and will result in disciplinary action against any Search Committee Member who violates the duty of confidentiality.

VII. CONFLICT OF INTEREST

Stockton University strives to maintain the highest standards of integrity, and it is vital that the public be confident of our commitment to this standard in the search process. Accordingly, any actual or perceived appearance of a conflict must be avoided by Search Committee Members. Search Committee Members must immediately notify the Search Committee Chair of any applicant(s) who they may know and whether they can fairly judge the applicant.

The Job Search Confidentiality/Conflict of Interest Statement is available on the Human Resources Talent Acquisition webpage or in the Applicant Tracking System on the "Resources" tab.

VIII. USE OF SEARCH FIRMS

Stockton University partners with Search Firms to conduct national searches for key administrative vacancies. The use of a Search Firm must be pre-approved by the President, and the use of a Search Firm to conduct a Presidential search must be approved by the Board of Trustees. The Search Firm collaborates with the Divisional Executive, Hiring Manager, Search Committee Chair, Search Committee, Search Advocate, Office of Human Resources and Office of Diversity and Inclusion to

promote a fair and equitable search. Search Firms are expected to conduct searches in accordance with the New Jersey Law Against Discrimination and Stockton's Policy Prohibiting Discrimination in the Workplace.

IX. JOB SEARCH WAIVER REQUEST FORM

Job Search Waivers are exceptions to the general rule of advertising and searching for an open, available position. Under limited circumstances, exemptions from this procedure may apply. The Hiring Manager must submit a search waiver request by following all of the steps outlined on the Human Resources website under "Talent Acquisition" – "Hiring a Manager, Faculty, or AFT Professional" – "Search Waivers."

Review History:

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