

STOCKTON UNIVERSITY



PROCEDURE

Search Process for Unclassified Positions

Procedure Administrator: Chief Institutional Diversity and Equity Officer

Authority:

Effective Date: November 29, 2017

Index Cross-References:

Procedure File Number: 6101

Approved By: Harvey Kesselman, President

PURPOSE

Stockton University is committed to posting all open positions. The University strives to attract a diverse group of candidates for employment and to advertise open positions widely.

The Office of Institutional Diversity and Equity is responsible for campus-wide procedures related to issues of equity in the search process for unclassified positions. Under limited circumstances, exemptions from or waivers of this procedure may apply. The Chief Officer for Institutional Diversity and Equity reviews and approves search waiver requests.

The Office of Human Resources implements the procedure for internal and external postings.

PROCEDURE

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.

If specific minimum qualifications or special credentials are required (as opposed to preferred) in the advertisements, an offer of employment or appointment can only be made to individuals who fulfill these requirements.

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 typically move into higher-grade positions. The Office of Human Resources may approve a lateral move if the transfer provides a career development opportunity (with an eye toward promotion) by enhancing skills and learning about other functions of the University.

1. A candidate for an open position posted internally must meet the following criteria:
 - A current regular or term benefits-eligible employee,
 - Typically employed for a minimum of 12 months in the current position with an effective 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 whose original appointment was as the result of a search waiver)
2. Casual temporary and agency employees are not eligible.
3. 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.
4. Full competitive searches must occur with subsequent vacancies resulting from internal promotions or transfers, with position vacancies posted to external sites.

Search Process Waivers

Under limited circumstances, waiver of the posting requirements for position vacancies may be considered. Search waivers are exceptions to the general rule of advertising and searching for an open, available position. The hiring manager must submit a search waiver request by following all of the steps outlined below.

1. Complete a JOB SEARCH WAIVER REQUEST FORM and obtain the approval of the supervisor and/or division head and the Provost/Divisional Vice President.
2. Submit the form to the Office of Institutional Diversity and Equity for final review and approval.
3. Provide a detailed justification and meet one or more search waiver criteria.
4. Provide application/resume of the recommended candidate with the search waiver request.
5. Provide a detailed job description that lists essential duties and minimum qualifications.

A search waiver request may be approved if it meets one or more of the following search waiver criteria:

- To satisfy an immediate or emergency need, i.e. some urgent 13-D positions;
- A grant which specifies the Principal Investigator;
- A department has the opportunity to secure a faculty or staff person on a regular basis, independent of a specific vacancy or position, where the individual has highly specialized skills such that a search would not render a more qualified candidate;
- Where employment of a qualified individual supports Stockton's ongoing strategic priority to attract diverse faculty and staff to the University;

- Internal restructuring within a divisional area where employees are moved into positions for which they qualify;
- A transfer or promotion of an employee within the unit (provided the employee is fully qualified for the new position);
- Where employment of an accompanying spouse becomes beneficial to the University's programmatic needs;
- Interim appointments of internal employees;
- Hire of a candidate from a recent search pool within the preceding six months;
- Appointments with an anticipated duration of less than six months;
- An accommodation for a qualified current employee with a disability;
- An external business unit incorporated into the University. (After incorporation, the business unit must fill position vacancies in accordance with University policy).

Waivers cannot be extended nor repeated, unless specifically approved by the Chief Officer for Institutional Diversity and Equity.

Review History:

	Date
Chief HR Officer	8/2/2017
Chief Diversity Officer	8/16/2017
Cabinet	8/17/2017
General Counsel	11/21/2017
President	11/29/2017