

UTAH STATE UNIVERSITY
Guidelines for Recruitment and Hiring of
Faculty and Exempt (Non-faculty) Staff
Please refer to USU Policy 394 for full policy information.

STATEMENT OF PHILOSOPHY: Employment at Utah State University allows the opportunity to enhance the quality of our faculty and staff and the diversity of our workforce. Adherence to these guidelines will ensure that USU's recruitment procedures are being applied uniformly. It also ensures that USU is in compliance with federal and state laws and regulations.

NOTE: "Best Practices Checklist for Running a Faculty Search: From Identification of Needs to Invitation to Interview" is available on the [ADVANCE website](#).

1. If the position requires a search ([see USU Policy 394, Faculty and Professional Staff Employment](#)), the Department Head/Director will appoint, in consultation with and approval of the Dean/Vice President, a search committee designating one person as chair. Search committees should be as ethnically and gender diverse as possible and should undertake proactive steps to attract an ethnically and gender diverse pool of qualified applicants. *The chair of faculty search committees from the Colleges of Agriculture, Engineering, Natural Resources and Science should contact the ADVANCE Project Coordinator (Trish Kalbas-Schmidt (435) 797-8069) as a resource to assist in this process before a job description is solidified.* Faculty committees must consist of a minimum of five members; a majority must be among the faculty of the department or other academic unit (USU Policy 404.3.3). Non-faculty committees must consist of a minimum of three members.
2. If the position is new in the department/unit's budget, the Department Head/Director completes the [New Position Request](#) form along with a full job description to identify the proposed title and salary range and sends it to the appropriate Dean/Vice President office, the Office of Human Resources (HR), and then the Affirmative Action Office (AA/EOE) for approval, and to establish a position number in the BANNER system. If a job description does not exist, an HR specialist can assist the Department Head/Director in preparing a job description listing essential and non-essential functions. *The recruitment process cannot go forward until there is a position available in BANNER.*
3. A non-faculty exempt position may be posted for recruitment internally or externally. With the approval of the HR and AA/EOE offices, a search may be limited to the department (under limited conditions), or to all University employees. **Internal searches** allow only individuals who were either competitively hired or were participants of USU Policy 385 "Appointments of Opportunity" to be considered or referred for positions. **External searches** allow

anyone to apply or be referred for positions. No applicants, internal or external, will be considered unless they meet or exceed minimum qualifications. *All changes in status from term appointment to faculty with tenure or tenure-eligibility require a national search (USU Policy 401.5.3.2).*

4. The minimum posting period for recruitment is based on the projected availability of qualified applicants and the number of applicants in targeted groups (i.e., women, ethnically diverse, and disabled, etc.). **Internal searches** must be posted for a minimum of two calendar weeks. We encourage a 30-day posting period for **external searches**. *If the possibility exists that a foreign national applicant will be the successful appointee, the position must be advertised in a print medium.*

5. A hiring orientation, presented to the search committee at their request, includes guidance on the technical aspects of the process (scope and duration of advertising, closing dates/deadlines vs. open announcements, etc. and how to navigate the electronic process) as well as “best practices” for selection decisions.

6. To complete the position requisition, go to <http://jobs.usu.edu/hr> . The originator and the chair of the search committee must obtain a “user account.” HR can assist the search committee in placement of advertisements as needed/requested. Each committee member will receive, from the committee chair, a unique “guest user account number” for that particular search so that he/she can review the applications online.

7. The committee must screen each application according to the criteria indicated in the advertised position announcement. If the applicant list is not indicative of a diverse applicant pool and if the hiring unit is underrepresented, the AA/EO Office will contact the chair of the committee.

8. After the closing/review date specified in position advertisements, the applications in the electronic system are a) given a reason for non-selection, b) held for further consideration, or c) given interviewee status. AA/EOE guidance suggests at least three (3) qualified applicants are to be identified as finalists to be interviewed. The hiring unit may request that the position be re-advertised if a suitable candidate is not found.

9. The approval of finalists by the Department Head/Director and Dean/Vice President indicates that a) they agree with the selections put forward by the search committee; b) they agree that good faith efforts have been made to attract a diverse applicant pool when there is underutilization of women and/or minorities in the specific job group represented by the position; and c) they agree that equal opportunity laws and regulations have been followed. Interviews are not to be scheduled until the Provost’s Office has approved the selection.

10. If an individual still under consideration is later selected to be interviewed, that individual's name must also be approved in the same manner. In cases where the position will remain open until an appropriate candidate is selected, applications that are received after the initial approval will still be considered for the position. At the end of the selection process, each applicant should either have accepted a job offer, or receive a reason for non-selection.

11. Interviews are scheduled by the hiring department. The SERT team member can provide the interviewee for a faculty position an opportunity to ask questions that are outside the scope of the search committee. Conducting reference checks is strongly recommended (www.usu.edu/hr/employment). The interviewing candidate should be treated with respect and dignity at all times. Sample interview questions are available (www.usu.edu/hr/employment).

12. The search committee will give an appointment recommendation to the Department Head/Director. The Department Head/ Director will then notify the Dean/Vice President concerning the decision to make an offer. Those applicants not selected for appointment should be notified in writing at this time (www.usu.edu/hr/employment). Prior to extending a formal offer of employment, approval for salary offers above the advertised rate must be obtained from the HR.

13. Upon selection of a final candidate, an offer is made (www.usu.edu/hr/employment). A letter (www.usu.edu/hr/employment) is sent to the unsuccessful finalists letting them know the hiring process has been completed.

14. When the candidate accepts the offer, the appropriate EPAF is prepared for approval, and the paper forms I-9 (Employment Eligibility Verification Form) and W-4 are completed and sent to the Office of Human Resources, UMC 9510.

15. All non-electronic materials pertaining to the recruitment process must be maintained for a period of two years from the date of appointment of the successful candidate.