

VII-1.01-UMCES Policy on Recruitment and Selection of Non-Faculty

Approved 12/18/2006. Updated and approved November 9, 2023.

Purpose and Applicability

This policy defines employee recruitment and selection for the University of Maryland of Center for Environmental Science (UMCES) and applies to all non-faculty regular and CII (contractual) positions.

General

UMCES is committed to diversity. To that end, and with the objective of attracting the highest caliber individual to the UMCES staff, the following procedures shall be followed for recruitment and selection:

For all regular and CII exempt positions, a search committee of at least three (3) individuals shall be formed. For all regular and CII non-exempt positions, a search committee of at least two (2) individuals shall be formed. Generally, the chair of a search committee shall be the immediate supervisor to whom the position will report.

All regular and CII positions must be posted on the UMCES website. All applications must be submitted through the appropriate job portal.

Applicants who are not selected for the position shall receive notification from UMCES Human Resources (UMCES HR) informing them that they have not been selected.

Any offers 1) must have the prior approval of the UMCES HR, 2) must be in writing from the hiring supervisor or UMCES HR, and 3) at a minimum must contain all relevant information concerning compensation, start date and must have an acceptance signature line.

At the completion of the search, all resumes and applications are stored in the job portal for at least one year. Copies of correspondence to applicants, and interview questions shall be maintained by the hiring unit for one year.