

UMCES Policy VII-1.01

UMCES Policies

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

I. Purpose and Applicability

This policy defines the recruitment and selection philosophy and procedure for UMCES and applies to all non-faculty regular and Contingent II positions.

II. General

UMCES is committed to the philosophy that diversity enriches the institution. 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:

A. For all regular and contingent II exempt positions, a search committee of at least three (3) but no more than five (5), individuals shall be formed. For all regular and contingent II non-exempt positions, a search committee of at least two (2) but no more than three (3) individuals shall be formed. Generally the chair of a search committee shall be the immediate supervisor to whom the position will report.

B. At a minimum all exempt positions shall be advertised; 1) on the UMCES web site, 2) on appropriate list serves, 3) on appropriate on line classified services and 4) notices sent to all Historically Black Colleges and Universities. At a minimum all non-exempt positions shall be advertised 1) on the UMCES web site and 2) with Maryland Employment Services.

C. Applications shall be accepted either in electronic form or hard copy form.

D. All applicants shall receive a written acknowledgment, an Affirmative Action Applicant Questionnaire and a postage paid envelope in which to return the questionnaire.

E. Interviewees who are not selected for the position shall receive either a personal phone call or personal letter from the chair of the committee informing them that they have not been selected.

F. Any offers; 1) must have the prior approval of the Director of Human Resources 2) must be in writing from the committee chair, and at a minimum must contain all relevant information concerning compensation, start date and must have an acceptance signature line.

G. At the completion of the search, all resumes, applications, copies of correspondence to applicants, affirmative Action Applicant Questionnaires and copies of interview questions, shall be forwarded to the Director Human Resources for UMCES, where they will be retained for one (1) year.

Approval Date: 12/18/06