RECRUITMENT PROCEDURES AND INTERNAL POSTING POLICY FOR NEW ADMINISTRATIVE HIRES

EEO & Recruitment Policy

FORDHAM UNIVERSITY is committed to equal employment opportunity. The University has established procedures that will provide opportunities for qualified employees to seek career advancement within the University. It will also continue to take active measures to embrace diversity in the employee population, and it will classify professional, managerial, supervisory, and technical positions into a structure that is internally consistent and externally competitive with industry and the regional labor market.

The Human Resources Department, working in close cooperation with the University’s Director of Equity and EEO, is responsible for the administration of this process. To assist in its implementation, University personnel who are engaged in recruitment and hiring are expected to follow the procedures described below.

Recruitment Procedures and Internal Posting Policy

To ensure that there is equity and a consistent application of the University hiring process, the Human Resources Department must evaluate every new and vacant administrative position prior to hiring commitment or budget authorization.

However, it remains the responsibility of the Area Vice President to determine if and when a vacant position exists, and if the position needs to be filed in light of current needs and operational requirements. The Area Vice President may designate the department head or hiring manager to contact the Human Resources Department for the purpose of developing a “Position Description” which properly identifies the responsibilities and qualifications for the position. The following information must be included in the Position Description:

a. **Level of knowledge** required to meet the objectives of the job.

b. The **essential functions** and **expectations** of the position.

c. The degree to which the individual is expected to act with **independence** and use **personal judgment** in the performance of essential functions.

The Position Description, along with the form entitled, “Notification of Administrative Vacancy” must be approved by the Area Vice President. It then is submitted directly to the Human Resources Department for its review and approval.

Before hiring commitments are made, the Human Resources Department is responsible for performing a job analysis that evaluates the position in terms of its **organizational relationship**, **position content**, and **salary competitiveness**. Upon the completion of the
analysis, the Human Resource Department may consult with the appropriate Vice President or other University officials to discuss any remaining issues. The approved Position Description, along with the Notification of Administrative Vacancy form, will then be forwarded to the Budget Office for funding authorization. If funding is approved, the Budget Office will forward the original documents to the Human Resources Manager for posting, with a copy to the Director of Equity and EEO, who will record the information required for reporting purposes.

The Human Resources Department will distribute the official posting throughout the University and post on the University website “Career Page.” ALL AVAILABLE POSITIONS WILL BE POSTED WITHIN THE UNIVERSITY FOR TEN (10) BUSINESS DAYS. The posting of available positions through internal recruitment provides the opportunity for qualified University individuals to seek career advancement. The ten days posting period provides ample time for individuals to submit applications. A copy for the official posting will also be sent to the office where the vacancy exists and to the Area Vice President.

EXTERNAL RECRUITMENT AND ADVERTISING POLICY

The goal of recruitment is to attract a diverse pool of qualified applicants. Therefore, when there is a need to enhance the applicant pool, external recruitment methods should be utilized. This can be achieved through a variety of methods, including but not limited to, advertising in appropriate publications, posting on internet bulletin boards, through professional organizations (often this is a free service), providing notification of vacancies to other colleges and universities, particularly to women and minority organizations and media outlets. Whenever external recruitment efforts are utilized, approval must be received from the appropriate Area Vice President along with consultation from Human Resources.

POLICY ON PART-TIME POSITIONS

All part-time administrative positions require the approval of the Area Vice President and the Office of the Budget. However, part-time positions which are less than 20 hours per week and continue for less than 6 months may not require official posting within the University. When these positions become available, please contact the Human Resources Manager.

EXCLUSIVE AUTHORITY OF VICE PRESIDENT TO MAKE APPOINTMENTS

It is the policy of Fordham University that no appointments are made without the signed approval or authorization of the appropriate Area Vice President.
Procedures

Prior to making any appointment, the Area Vice President, or an authorized designee, will contact the Human Resources Manager in the Human Resources Department, who will review the hiring and appointment procedures undertaken in consultation with the Director of Equity and EEO. Prior to the issuance of a Letter of Appointment, a form entitled “Record of Hiring Report” must be reviewed and signed by the Area Vice President certifying that all appropriate equal employment and affirmative action has been taken. The “Record of Hiring Report” must be submitted to the Director of Equity and EEO.

Once the recruitment and hiring procedures have concluded, a “New Employee Form,” along with a copy of the “Letter of Appointment” signed by the Area Vice President should be submitted to the Executive Director of Human Resources.

The “Letter of Appointment” can be formatted in accordance with the style of each Area Vice President, however it must include such information such as position, title, office, and location along with bi-weekly and annual salary. All applications and resumes should be forwarded to the Human Resources Department, where they will be retained for a minimum of three years.

Any questions pertaining to fringe benefit eligibility should be directed to the Human Resources Department.

PROMOTIONS

The Human Resources Department will review during the course of the year any request for promotions and/or change in current job responsibilities, particularly those that may involve an adjustment in salary. If Human Resources determines that a change is merited, the proposal, along with the identification of funding for any salary increase, must be submitted to the Budget Office for final review. If approved, the Executive Director of Human Resources will issue a letter advising the employee of the change.

LEGAL REQUIREMENTS

Higher education institutions must be prepared to defend the selection process whenever there is an allegation where nondiscrimination laws have been violated. Therefore, it is imperative that the criteria for selection always be valid and “job specific.” Its is also vital for all those conducting recruitment searches to retain proper records of the recruitment and selection process. Applications, resumes, and reasons for selection will be retained by the University for a minimum of three years. Questions pertaining to these requirements should be directed to the Office of Legal Counsel.
The cooperation of Area Vice Presidents, Dean and Directors who may be assigned the responsibility of recruiting is essential for successfully fulfilling the University’s equal employment and diversity objectives. If any questions or special circumstances exist, please contact the Executive Director of Human Resources (4939) or the Directory of Equity and EEO in the Office of Legal Counsel (3112)

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