



# UNIVERSITY OF NORTH ALABAMA

## Employee Policy Manual and Handbook

### PROTOCOL FOR EXTERNAL FACULTY/STAFF SEARCHES

The University defines diversity broadly as differences related to age, culture, ethnicity, gender, national origin, political beliefs, physical abilities, physical attributes, race, religious beliefs, sexual orientation, other ideologies, and/or socioeconomic status. UNA administrators, staff, and faculty wish to create an environment that promotes and celebrates this diversity. Respect of diversity is promoted by encouraging a discipline of mutual open discourse and expression of cultural viewpoints, values, and belief systems that create a global community on campus. To aid in accomplishing this goal, the University wishes to recruit and retain a diverse and highly-qualified faculty who demonstrate excellence in teaching, scholarly activities, and public service. Similarly, UNA wants to recruit and retain equally diverse and highly-qualified staff.

This protocol is intended to ensure that diversity and equity are achieved in all external faculty and staff searches. The Director of Diversity and Institutional Equity (DDIE) will provide assistance and guidance in achieving this goal for the university. Search committee chairs and members of the search committees are expected to maintain communication with the DDIE throughout the search and screening processes. In the event that a search committee chair and the DDIE do not concur on any step in this protocol requiring their agreement, this matter should be resolved by the Chief Diversity Officer or the President.

1. As a part of the request to post a position, the Hiring Manager<sup>1</sup> will include a listing of proposed search committee members and advertising sources. Search committees should be made up of no more than nine and no less than five members, at least one of whom reflects diversity. Departments may select additional committee members from the campus and/or community-at-large.
2. Once a search is authorized, the search committee chair will schedule a brief meeting of the committee with the DDIE and Assistant Vice President of Human Resources (AVPHR) to explore ways of attracting a diverse pool of qualified candidates.
3. All applications and supporting materials will be received and initially processed by the Online Employment System and will be immediately available to the DDIE and the search committee via the OES.
4. The committee members will review applications and supporting materials and develop an initial ranking of candidates. The rankings should then be emailed to the HR Coordinator and the DDIE for initiation of interview approval via the OES. Once applicants have been approved through the OES for interview, they may be interviewed as many times/ways as is necessary to make a final selection. Interview approval is only required once.
5. To make a recommendation for hire, the search committee chair should complete the OES Search Summary form and forward to the HR Coordinator and DDIE. Once received, a hiring proposal will be initiated via the OES. Once all levels have approved the hiring proposal, HR (for staff positions) or Academic Affairs (for faculty positions) will initiate the employment offer paperwork and offer the candidate employment on the approval of the President.

Deviation from this policy may be necessary if unique circumstances exist. Exceptions to the policy must be approved by the DDIE and the AVPHR.

*Approved by the Executive Council, 08/09/2011*

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<sup>1</sup> The Hiring Manager is the employee to whom the new employee will report when hired. For example, a new faculty member will report to his/her department chair (hiring manager).