

# North Dakota State University

## Policy Manual

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### SECTION 103.1

#### RECRUITMENT FOR EXECUTIVE/ADMINISTRATIVE/MANAGERIAL, ACADEMIC STAFF AND OTHER NON-BANDED POSITIONS (0000, 1000 and 2000 positions)

SOURCE: NDSU President

##### 1. Recruitment Areas

- 1.1 Generally, all full-time executive/administrative/managerial, academic staff and other non-banded positions require a national search. Based on the source of funding, salary ranges, and local availability, however, some of these positions require only a regional search (a wider search is always an option, if the hiring official wishes). EXCEPTIONS to the national search requirement for these types of positions include:
  - 1.1.1 **2000 level:** lecturer, assistant coach, assistant experiment station specialist, Extension district directors, Extension area specialists, and Extension field staff.
- 1.2 Regular, part-time payroll positions (without regard to the funding source) require only a local search.

##### 2. Recruitment Methods

- 2.1 Recruitment is a critical function for an effective equal opportunity/affirmative action employment program because increased diversity in the applicant pool is essential in order to increase the diversity of people actually employed. With this objective in mind, some potentially fruitful recruitment channels include:
  - 2.1.1 Advertisements in appropriate professional journals and job registries and/or in The Chronicle of Higher Education. Publications which solicit advertisements on the basis of direct minority circulation are generally not a required method for recruiting; however, if applicant pools consistently lack diversity, a publication such as Affirmative Action Register should be considered.
  - 2.1.2 Regional or national meetings of professional organizations and associations; women's and minority caucuses associated with professional groups are especially helpful and important.
  - 2.1.3 College/University academic departments and placement offices especially at institutions where the student body is composed primarily of women or racial/ethnic minorities.
  - 2.1.4 Industries, government, independent research institutions, etc., where racial/ethnic minorities or women are professionally engaged.

Recruitment (placement of advertisements, position announcement mailings, etc.) for administrative and academic positions is the responsibility of the hiring department. Once the Request to Recruit is approved, and posted online, it also is posted by Job Service North Dakota. A notice for staff positions requiring a minimum qualification of a bachelor's degree may be sent to the NDSU Career Center for their listing.

All recruitment information should include one of the following statements:

- NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu).
- NDSU is an equal opportunity educator and employer. Visit [ndsu.edu/equity/](http://ndsu.edu/equity/) or call 701-231-7708 for more information.

The following additional language may be added to either option above:

- Women & traditionally underrepresented groups are encouraged to apply.

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HISTORY:

New	July 1990
Amended	April 1992
Amended	March 2001
Amended	October 2007
Housekeeping	May 2010
Amended	December 27, 2010
Amended	December 10, 2014
Housekeeping	March 16, 2017