

# North Dakota State University

## Policy Manual

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### SECTION 304

#### ACADEMIC STAFF AND EXECUTIVE/ADMINISTRATIVE POSITIONS - PROCEDURES FOR FILLING

SOURCE: NDSU President

All academic staff (instructors; assistant, associate, or full professors; and lecturers) and other positions within the 2000 (academic) job family and executive/administrative positions (job family 0000) that qualify for fringe benefits must be filled according to the following procedures. Additionally, for equal opportunity/affirmative action purposes, this search, recruiting, and hiring process must be followed assuring equal opportunity and non-discrimination based on any status listed in [NDSU Policy 100](#). See also, [Section 103 for Equal Opportunity/Affirmative Action Policy](#) on the Announcement of Position Openings which includes the process for spouse or partner hiring and the allowance of such a hiring without a search if appropriate and [Section 103.1](#) on recruitment areas and methods.

1. The position must be posted online at <https://jobs.ndsu.edu/>. If changes occur in the recruitment plan, the department shall notify the Office of the Provost.

The process to create and obtain approval for the position announcement as well as the posting of the announcement online and recruiting requirements are located at:

[http://www.ndsu.edu/fileadmin/diversity/Procedures\\_for\\_Filling\\_Non-Broadbanded\\_Positions\\_in\\_the\\_0000\\_and\\_2000\\_Job\\_Families.pdf](http://www.ndsu.edu/fileadmin/diversity/Procedures_for_Filling_Non-Broadbanded_Positions_in_the_0000_and_2000_Job_Families.pdf)

2. Prior to posting, the search committee chair must have received search training within the last three years provided through the Office of the Provost. All search committee members are strongly encouraged to complete search training.
3. All applicants must apply via the online application system. Hard copy application materials will not be accepted.
4. Effective August 1, 2015, the [ND Veteran's Preference Law](#) applies to all university system positions. Any recruitment postings and advertisements issued on or after August 1, 2015 must include notice that the position is subject to veteran's preference.
5. Additional information regarding recruitment/hiring resources for getting started, recruiting for a diverse applicant pool, screening/interviewing, interviewing guidelines for ADA compliance, and preparing an offer are available online at [https://www.ndsu.edu/provost/administrative\\_units/facultyaffairs/faculty\\_recruitment/](https://www.ndsu.edu/provost/administrative_units/facultyaffairs/faculty_recruitment/). Forms such as the Request to Offer, NDSU Hiring Form 100/102 and NDSU Change Form 101 are located at: <http://www.ndsu.edu/forms>.
6. The Request to Offer must be completed in its entirety, and routed for required electronic signatures with the following attachments:
  - Interview Report Forms (An interview report form must be completed for each interviewee.);
  - Screening Sheet;
  - A list of the questions used in the formal interview;
  - A list of questions asked of references;
  - The names of references contacted; and

- A draft of the proposed letter of offer based on the format proved by the Office of the Provost.
7. A criminal background check must be completed for new benefited hires through the Office of the Vice Provost for Faculty and Equity. Upon approval of the request to offer and a completed background check, the candidate may be offered the position.
  8. Once the offer has been accepted, the remaining applicants will be promptly notified of the action. The search file will be completed by the search committee, forwarded to and maintained at the Office of the Provost.

**NOTE: No Hiring form 100/102: Job Data or Change Form: 101 will be processed until search files have been completed and submitted to the appropriate location for retention of three years.**

9. A current employee being hired for a different position under a search requires the Change Form: 101 instead of the Hiring Form: 100/102. This form must also be routed for signatures and have the same attachments as required under section 6.

HISTORY:

New	July 1990
Amended	April 1992
Amended	May 1996
Amended	July 1997
Amended	November 1999
Amended	August 2002
Amended	December 2005
Housekeeping	May 2010
Amended	December 27, 2010
Housekeeping	January 10, 2011
Housekeeping	February 16, 2011
Housekeeping	October 26, 2011
Housekeeping	November 15, 2013
Housekeeping	October 5, 2015
Amended	March 29, 2018
Housekeeping	January 13, 2022