Policy *103.1* Version *1* *3/8/2017*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** | | |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** [***ndsu.policy.manual@ndsu.edu***](mailto:ndsu.policy.manual@ndsu.edu) ***first so that a clean policy can be presented to the committees.*** | |
| **SECTION**: | 103.1 Recruitment for executive/administrative/managerial, academic staff and other non-banded positions (0000, 1000, and 2000 positions) | |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).** | | |
| * Is this a federal or state mandate?  Yes * Describe change: Updating language of EEO/AA statement – long form and short form – that are published on all job announcements | | |
| 1. **This policy change was originated by (individual, office or committee/organization):** | | |
| * Office of Vice Provost for Faculty and Equity – 12/7/2016 * [Kara.Gravley-Stack@ndsu.edu](mailto:Kara.Gravley-Stack@ndsu.edu) | | |
| ***This portion will be completed by Mary Asheim.***  Note: Items routed as information by SCC will have date that policy was routed listed below. | | |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):** | | |
| **Senate Coordinating Committee:** | | 4/10/17 |
| **Faculty Senate:** | |  |
| **Staff Senate:** | |  |
| **Student Government:** | |  |
| **President’s Cabinet:** | |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to [ndsu.policy.manual@ndsu.edu](mailto:ndsu.policy.manual@ndsu.edu). All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**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. 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. **2000 level:** lecturer, assistant coach, assistant experiment station specialist, Extension district directors, Extension area specialists, and Extension field staff.
   2. Regular, part-time payroll positions (without regard to the funding source) require only a local search.
2. **Recruitment Methods**
   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:
      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. Regional or national meetings of professional organizations and associations; women's and minority caucuses associated with professional groups are especially helpful and important.
      3. College/University academic departments and placement offices especially at institutions where the student body is composed primarily of women or racial/ethnic minorities.
      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/ 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.

HISTORY:

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