Policy *304* Version *10/05/15*

**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*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | 304 Academic Staff and Executive/Administrative Positions – Procedures for Filling |
| 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 [x]  No
* Describe change: Housekeeping changes removing references to the Vice President for Academic Affairs and Equity, Diversity and Global Outreach, and updating link for recruitment and hiring resources
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
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| * Office/Department/Name and the date submitted – Student Life / Mary Asheim / 10/5/15
* Email address of the person who should be contacted with revisions – mary.asheim@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):**
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| **Senate Coordinating Committee:** |  |
| **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. 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 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](http://www.ndsu.edu/fileadmin/policy/100.pdf). See also, [Section 103 for Equal Opportunity/Affirmative Action Policy](http://www.ndsu.edu/fileadmin/policy/103.pdf) 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](http://www.ndsu.edu/fileadmin/policy/103_1.pdf) on recruitment areas and methods.

1. The position must be posted online at [https://jobs.ndsu.edu/](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>
2. Prior to posting, the search committee chair must have received search chair training available through the Office of the Provost.
3. All applicants must apply via the online application system. Hard copy application materials will not be accepted.
4. For those positions that do NOT include teaching responsibilities or that are not a President, Vice President, or Provost position, the ND Veteran's Preference Law applies. This screening process must be followed in order to comply with state law. The following information regarding the recruitment and hiring process is available online:
	* [NDSU Procedures for Recruitment/Selection of Nonbroadbanded Positions Subject to the ND Veteran's Preference Law](http://www.ndsu.edu/fileadmin/diversity/NDSU_Procedures_ND_Vet_Preference__Oct_11_2010_1_.pdf)
	* ["Legal Watch" on the ND Veteran's Preference Law](http://www.ndsu.edu/fileadmin/generalcounsel/LegalWatch/LegalWatch-VeteransPreferenceLaw.pdf).
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 officer are available online at <http://www.ndsu.edu/diversity/equity/recruitment_and_hiring/>. 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 form must be completed in its entirety, and routed for required 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
	* For faculty and lecturer appointments, a draft of the proposed letter of offer based on the format proved by the Office of the Provost and Vice President for Academic Affairs.
7. A criminal background check authorization form must be completed by the candidate for new benefited hires. The completed form must be given to the Office of the Provost so a background check can be completed. No applicant may have a hire date prior to the background check being completed.
8. Upon approval of the request to offer and a completed background check, the candidate may be offered the position.
9. 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.**
10. The Hiring Form 100/102 must have the following items attached when circulating forms for signatures:
	* A fully signed copy of the Request to Offer form
	* For faculty, lecturers and graduate teaching/research fellows, a copy of the letter of officer or appointment agreement.
11. 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.

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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