Policies Related to Faculty Recruitment and Hiring

http://www.ndsu.edu/policy/

Most open positions require an announcement and search process.
- Appointments of faculty, executive or administrative personnel to interim or < .5 FTE positions that include a change in title or compensation require an internal search.

103.1: Recruitment for Executive/ Administrative/ Managerial, Academic Staff and Other Non-Banded Positions
All recruitment information should include one of the following statements:
- North Dakota State University is an Equal Opportunity/Affirmative Action Employer; or
- NDSU is an EO/AA Employer.

104: Recruitment Period for Position Announcements
- All non-broadbanded positions will be posted for a minimum of twenty (20) working days.

107: Employment Qualifications
- Requirements to be considered an applicant.

110: Employment of Relatives
- An employee may not serve in a supervisory capacity over a member of the employee's immediate family.

112: Pre-Employment and Current Employee Criminal Record Disclosure
- A criminal history records check, which may be a North Dakota BCI check, a FBI nationwide check or check of another state or multiple jurisdictions, is required before beginning employment in all new benefited hires.

304: Academic Staff and Executive/Administrative Positions – Procedures for filling
- Step by Step process for filling Academic Staff and Executive/Administrative positions.

339: Policy on Communication Proficiency
- Every faculty recruiting committee will include faculty from the unit and at least one student. The minimum qualifications for the position will include "effective oral and written communication skills."