

on attracting diverse and qualified applicant pools by providing the following guidelines for external searches:

Once a search is authorized, the hiring manager will collaborate with Human Resources to determine recruitment strategies, including diverse recruiting source selection. Human Resources is committed to the continuous identification and evaluation of broad and diverse advertising strategies. The University has pre-determined reputable organizations, sites, nationally-distributed publications, and discipline-based organizations which can be counted on to reach diverse audiences with well-qualified potential applicants. Moreover, Human Resources will collaborate with the hiring manager to identify

formed and utilized for the screening and vetting of candidates for any open position, a search committee is required only for faculty searches and staff searches at the director level and above. Search committee composition requirements for faculty positions are set forth in the Faculty Handbook. For staff searches, search committee composition is determined by each divisional head in consultation with Human Resources.

The hiring manager and/or search committee members are responsible for review and screening of applicant materials to select those candidates most qualified to advance in the process. Human Resources provides hiring managers and search committees with resources to ensure an equitable recruitment and selection process.

When a final candidate has been selected, the hiring manager makes a recommendation through the appropriate organizational hierarchy via an online request process. Once approved, the Office of the Provost or Human Resources will prepare an employment offer.

Deviation from this protocol may be necessary if unique circumstances exist. Exceptions to the protocol must be approved by the Associate Vice President for Human Resources.

Approved by Executive Council 08/09/2011

Revisions approved by Executive Council, 10/18/2021

Revisions approved by Executive Council, 05/15/2023

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<sup>1</sup> The Hiring Manager is the employee to whom the new employee will report when hired. For example, a new faculty member will report to his/her department chair (hiring manager).