TO: University of West Florida Community

FROM: Dr. Morris L. Marx, President

SUBJECT: HR100 RECRUITMENT, SELECTION, APPOINTMENT, AND NON-REAPPOINTMENT

EFFECTIVE: January 1, 2000

AUTHORITY: BOE Rule 6C-5.910, 1001.74 FS, 120.536(1), 120.54 FS, 110.1127 FS
Chancellor’s Memorandum CM-M17.00-3199
Applicable Collective Bargaining Agreements

PROCEDURE STATEMENT:

All recruitment activities shall be planned and carried out in accordance with State and federal laws, BOE Rules, and the University of West Florida’s commitment to affirmative action/equal opportunity. The University of West Florida will appoint a candidate to a vacant position who meets the minimum qualifications contained in the class specification and any additional competencies required for the specific position in the class. Positions that do not allow experience to substitute for a required degree may request that the degree be waived prior to advertising by following the provisions outlined in the Degree Waiver Procedure (Exhibit A).

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EXHIBITS:

See Office of Human Resources website: http://uwf.edu/ohr/
A. Degree Waiver Procedure
B. Employment/Recruitment Checklist for USPS/OPS Positions
C. President’s Memorandum #37, Hiring and Search Guidelines for Faculty and Administrative and Professional (A&P) Positions
D. President’s Memorandum #38, Policy and Procedures for Faculty and Administrative and Professional (A&P) Internal Searches
E. Requisition to Fill Position Vacancy Form
F. Career Opportunity Announcement
I. Vacant Position

A. A position vacancy exists when an incumbent terminates an established position or when a new position is established.


II. Requisition to Fill Position Vacancy

A. Departments filling a USPS or OPS position should follow the instructions in the Employment/Recruitment Checklist for USPS/OPS Positions (Exhibit B). Departments filling an A&P position should follow the instructions in the Employment/Recruitment Checklist for A&P Positions (Exhibit H).

B. Departments filling a Faculty or A & P position should follow the instructions in President’s Memorandum Number 37 (Exhibit C) or President’s Memorandum 38 (Exhibit D) if an internal search is to be conducted.

C. A Requisition to Fill Position Vacancy must be completed for every vacancy. Instructions for completing a requisition are listed on the back of the form (Exhibit E).

III Advertising Position Vacancies

A. All vacancies must be advertised on the Career Opportunity Announcement (COA) unless an exception or exemption, as described below, exists. Any exceptions from those described below require review and approval from the Office of Human Resources.

1. Exceptions

The following vacancies do not have to be advertised:

a. Voluntary or Involuntary Change in Assignment or Demotion within a pay plan,

b. Academic Promotions,

c. Position Rotation (e.g., chair), or
d. Change in Assignment, Demotion, Layoff Placements. If a vacant position is to be filled with an employee whose assignment is being changed or who is being demoted or placed in lieu of layoff, advertising is not required. Contact Office of Human Resources (OHR) for additional information regarding change in assignment, demotion, and/or layoff placements.

e. Emergency Hires. If a vacant position is to be filled on an emergency basis for three months or less, advertising is not required.

f. USPS temporary positions in EEO categories 4, 5, 6, or 7 to be filled in on a temporary basis for one year or less. EEO categories are listed on the USPS pay range by pay grade.

g. Reclassification of an occupied position.

h. Funding Change. If there is a change of funding source for a position (e.g., between contract, grant, auxiliary, or state-funded sources) when duties and classification of the position have not changed and the incumbent was hired according to SUS and University position vacancy procedures.

i. Appointment to positions of .50 or less FTE

j. Appointment to a position as part of the settlement of a discrimination complaint or other complaints.

k. Promotion of a University employee who completed in good standing a university educational leave program (such as Education Leave with Pay, Grant-In-Aid, and A&P Professional Development Leave).

l. Reappointment to a position funded from contracts or grants that becomes available because of the reestablishment of a contract or grant.

m. Appointment to a position which is determined, by the director of HR, to have the responsibilities similar to those of the position from which an employee was laid off during the previous year with recall rights (under applicable provisions of BOE rules or collective bargaining agreements).

2. Exemptions from Advertising

The following vacancies are exempt from advertising requirements if they occur in Vice President’s (V.P) Areas or Colleges job groups in which there is no underutilization of women or minorities based on the UWF Affirmative Action Plan or Equity Accountability Plan.

a. Faculty and A & P positions funded from contracts or grants, including positions funded from newly established or newly expanded contracts or grants, where the proposed incumbents are specifically identified by name in the contract or grant.

b. Faculty, A&P, and USPS EEO category 3 positions to be filled as acting, visiting, or temporary appointments, provided the appointments do not extend beyond one year.
c. Positions, similar to positions that were advertised less than four months ago, for which acceptable pools generated by the previously advertised positions are available.

Positions that are exempt from advertising requirements must be processed according to the selection and appointment procedures described below.

3. Waivers of Advertising Requirements

   a. The vacancies listed in a, b, and c, above, must be advertised if they occur in V.P. Areas or College job groups in which there is underutilization of women and minorities. However, the advertising requirements can be waived by Human Resources. Waivers may be granted for cause (i.e., business necessity, time and/or budgetary constraints, support of Affirmative Action, Diversity and/or Equity Accountability Goals).

   b. The Office of Human Resources may, for cause (i.e., budgetary constraints, time constraints, emergency situations, hard to fill positions), waive the advertisement requirements for USPS positions, EEO categories 4,5,6, or 7.

   c. The Office of Human Resources may waive the advertising requirements for any position, if the requested waiver supports the Equity Accountability Goals of the University (Ibid.).

   d. The Office of Human Resources may, for cause (i.e., budgetary constraints, time constraints, emergency situations, hard to fill positions), waive the advertising requirements for USPS Category 3, Faculty, and A&P (Ibid.)

Positions for which advertising requirements have not been waived must be processed according to the selection and appointment procedures described below.

B. Faculty, A&P, USPS and OPS positions must be advertised a minimum of seven (7) calendar days. A position vacancy may be re-announced for a minimum of seven (7) calendar days.

C. The UWF Office of Human Resources Web Site is the official means for advertising position vacancies and is updated daily. If the vacancy occurs in a job group in which there is underutilization of women and/or minorities, the vacancy must, at least, be advertised in local women and/or minority oriented publications, and with local women and minority recruitment sources.

D. Advertisements placed in *The Chronicle of Higher Education*, *Black Issues in Higher Education*, and the *Hispanic Outlook*, newspapers, and other publications should be submitted to the Purchasing Department through the Office of Human Resources for
placement. If the vacancy occurs in a faculty or senior level administrative job group in which there is under-utilization of women and/or minorities, the vacancy must be advertised in state and national women and/or minority oriented publications, and with state and national women and/or minority recruitment sources.

E. Advertisements listed in D above should include the following:

1. Position Title. A working title may be used to better describe the position duties.
2. Position Number and FTE.
3. Job location.
4. Hiring salary range, anticipated beginning salary, or that the salary is negotiable.
5. Minimum qualifications along with any preferred criteria.
6. Application deadline or notice of open posting.
7. A statement indicating where the application is to be submitted.
8. The statement: UWF is an Equal Opportunity/Access/Affirmative Action Employer.

F. It is not necessary to advertise OPS positions that will last for less than 90 days.

1. The hiring official submits an action sheet, completed employment application, and essential documents to OHR appointing an OPS employee for less than 90 days. The employee must meet the minimum training and experience requirements for the class to which appointed.

2. In extraordinary situations when the OPS work assignment lasts more than the anticipated 90 days, the hiring official must request an extension in writing to the Director of Human Resources.
   a. The request can not exceed an additional 30 days.
   b. The request should include reasons the employee is needed for additional time.
   c. If the work assignment or project is extended for an indefinite period of time, the position must be advertised unless approved by the The Office of Human Resources.

IV. Application Process, Selection and Appointment

A. USPS and OPS position vacancies require that a UWF application be completed and submitted to OHR by the close of business on the application deadline date (Exhibit G).

1. OHR reviews each application to ensure the applicant meets the minimum requirements for the position. In addition, applicants meeting preferred criteria are earmarked to facilitate the process.
2. OHR enters application data in the Applicant Referral System and sends applicant listing to the hiring official. Instructions for completing the Recruitment Effort are provided (Exhibit B).

3. Under Florida Law, veterans’ preference in appointment and employment shall be given provided documentation substantiating a claim is presented at the time of application. The Office of Human Resources may assist the applicant with the guidelines and documentation needed to claim Veterans Preference under Florida Law. See Exhibit J.

4. The hiring official submits the completed Report of Recruitment to OHR.

5. OHR offers the position to the applicant and informs the hiring official of acceptance or rejection.

6. The hiring official submits a USPS action sheet to OHR, along with essential documents.

B. Faculty and A&P position vacancies normally require submission of a cover letter, resume, and list of at least three references. Additional requirements for application may be appropriate for certain positions.

1. The resume is submitted directly to the hiring official on or before the deadline date. Resumes postmarked by the deadline date should be included in the pool. The postmarked envelope must be retained. Facsimiles are not accepted.

2. The A&P selection committee must follow the procedures outlined in this policy.

3. The hiring official submits an A&P Certification Eligibility form (Exhibit I) to Human Resources along with a copy of the successful candidate’s resume and official college transcripts. The A&P Certification Form is used to certify the applicant for employment. It includes the minimum requirements of the position, the applicant’s qualifications and a summary/analysis of the required qualifications in regard to applicant’s education and work experience. The Director of Human Resources’ signature indicates the applicant has met the requirements and is certified for the position. An unofficial copy of the transcript may be submitted as long as the date the official transcript was requested is noted on the form.

4. The Director of Human Resources certifies the candidate as eligible and notifies the hiring official that an employment contract may be prepared and an offer extended.

5. After the offer is accepted, the hiring official submits an A&P action sheet, copy of the resume, and essential documents to OHR.
6. If the offer is rejected, an offer must be made to the second ranked candidate.

7. The hiring official must keep all records related to the search for three years before applying for disposal.

V. University Procedures Relating to Non-Reappointment of Unit Faculty, Unit Administrative and Professional (A&P) Employees, and Tenured Faculty with Administrative Appointments

A. Unit Faculty and Unit A&P employees are covered by the provisions of BOE-UFF Collective Bargaining Agreement.

B. Procedures for the non-reappointment of tenured, tenure-earning, and non-tenure-earning faculty who have also been given administrative appointments are the same as those for unit faculty with respect to the tenured, tenure-earning, or non-tenure-earning faculty appointment. With respect to the administrative appointment, such non-unit faculty serve at the pleasure of the University administrator who appointed them and may be removed from the administrative position at will with no written notice of non-reappointment required.

VI. University Procedures Relating to Non-Reappointment of Non-Tenured, Non-Unit Faculty and Non-Unit Administrative and Professional (A&P) Appointments

A. Non-Reappointment

1. The President or the appropriate Vice President may choose not to reappoint a non-tenured, non-unit faculty or non-unit A&P member. The non-tenured status faculty and non-unit A&P members subject to the provisions of this policy include those non-unit faculty members who have not been awarded tenure or who are employed in non-tenure earning positions, and those A&P members not included in the collective bargaining unit. Decisions for non-reappointment shall not be based on constitutionally impermissible grounds.

2. By the end of the sixth year of continuous full-time, or equivalent part-time employment or service, a non-unit faculty member in a tenure-earning position who has not been granted tenure shall be given notice of non-reappointment of employment as provided for in subsection (6) of this policy.

3. Non-tenured, non-unit faculty and non-unit A&P who will not be offered further employment with the University shall be entitled to written notice of non-reappointment.

4. In the event of a break in service for more than one semester in one full year or more than two semesters in two full years, only service following such break shall
be counted for purposes of determining length of service. Approved paid or unpaid leaves shall not be considered a break in service.

5. Non-tenured, non-unit faculty or non-unit A&P appointments shall not create any rights, interest, or expectancy of employment beyond the term specified in the contract.

B. Non-Reappointment Notification Requirements

1. Non-Reappointment Notification Requirements - Notice of non-reappointment or intention not to reappoint, shall be given in writing within the following time limits:

a. For non-tenured, non-unit faculty or non-unit A&P in their first two years of employment with the university, a minimum of 120 days notice of non-reappointment.

b. For non-tenured, non-unit faculty or non-unit A&P in their third contract year of employment or beyond with the University, six (6) months prior to the effective date of non-reappointment. Exception: Non-tenure employees who have completed two (2) or more years of continuous A&P service, by January 1, 2000, are entitled to 12 months notice of non-reappointment.

c. Following receipt of notice of non-reappointment, an employee may be reassigned other duties and responsibilities for the duration of the current appointment.

2. The requirements of written notice of non-reappointment set forth in subsection (6) of this policy are not applicable to the following non-tenured, non-unit faculty and non-unit A&P appointments:

a. Those holding visiting appointments;

b. Those who are appointed for less than one (1) academic year;

c. Those with less than five (5) years continuous service whose salary is funded through “soft” money, e.g., contracts and grants, sponsored research funds, and grants and donations trust funds; or

d. Those who are appointed to a multi-year contract.

3. Faculty and A&P not entitled to a written notice of non-reappointment as provided in Subsection VI.A.6. above, shall have the following statement included in their employment contracts: “Your employment hereunder will cease on the date indicated. No further notice of cessation of your employment with the University is required.”
4. The notice of non-reappointment shall include the following:

   a. The expiration date of the current contract; and

   b. The last date of employment with the University.

VII. University Procedures Relating to Termination for Cause

A. For just cause, an employee may be terminated at any time during an appointment of definite duration. Just cause includes, but is not limited to, misconduct in office, conduct unbecoming of a state employee, gross insubordination, willful neglect of duty, or conviction of a crime, including violation of any federal or state law.

1. An employee shall be given written notice of termination in advance of the effective date of such termination.

2. After receiving written notice of the reasons, the employee shall have at least ten days in which to respond in writing and/or orally to the president or designee.

VIII. Background Screening

A. Policy

This policy is established by the University of West Florida to conduct background screening on the final Administrative and Professional (A&P) and University Support Personnel System (USPS) candidate(s) being considered for employment pursuant to 110.1127. Florida Statutes.

1. This policy is in addition to the employment and education verification process and encompasses positions that involve the following:

   a. Working with or caring for children
   b. Handling and working with hazardous materials
   c. Campus Security and Safety
   d. Driving university or university leased vehicles
   e. Working night shifts or requiring regular scheduled work into the night hours
   f. Receiving and handling money
   g. Work performing accounting functions or clerical accounting task
   h. Receiving and handling merchandise, equipment, supplies and goods
   i. Positions requiring access to all university buildings
   j. Any other position determined by the Office of Human Resources to be safety sensitive.
2. Searches will include the following areas:
   a. Driving History: A search of the state system, and as applicable, other states to verify possession of a valid driver's license and for a recent driving record.
   b. Criminal History: A record search covering the prior seven year period will be conducted.
   c. Fingerprinting for child care and public safety personnel

B. Procedure

1. The Office of Human Resources will coordinate all background search activities.

2. An announcement informing applicants of the background screening process will be made in advertisements for positions requiring background screening. In instances where a position must be filled prior to receipt of the background search results, the applicant will be informed that continued employment, promotion, or transfer/reassignment is contingent on the results of the background screening.

3. Upon completion of the interview process and after the selection of possible candidates has been made, the background screening process can begin. For positions requiring a background screening, the Background Screening Form (Exhibit I) should be completed during the interview process and immediately submitted to Human Resources. There will be two working days turnaround time for all screening requests.

4. The Office of Human Resources will provide assistance in explanation and ramifications of the report. If a search shows criminal history, or a negative driving history/record, the Office of Human Resources will evaluate the information and consult with the appropriate Division Vice President. If the applicant is not to be hired, the Office of Human Resources will notify the hiring department of the applicants ineligibility. The applicant will be notified of the findings and given an opportunity for reply.

5. The Office of Human Resources has designated, by classification, those positions which may be subject to a required background screening process; specific other positions, either A&P or USPS, may be designated or requested by either the appropriate Vice President or college dean. In addition, the exclusion or exemption of a background screening on any of these classes or positions or for any applicant may be authorized by the Division Vice President.
6. Results of all background screening will be kept confidential and will not be disclosed except to the extent necessary to administer and enforce this policy, or pursuant to appropriate legal process.