



## Recruitment for Administrative Positions

Approved By: President	Related Policies: ORS 351.070; OAR 459-017-0060; ORS 659A.006, Age Discrimination in Employment Act of 1967
Date Approved: 09/17/2005	Contact Officer: Assoc. Vice President for Human Resource Services
Revised:	Policy Custodian: Vice President for Finance and Administration
Date of Next Review: 09/17/2008	

### A. Purpose

This policy defines processes for filling administrative positions and describes the University's commitment to non-discrimination in hiring decisions.

### B. Definitions

1. Administrative Position: Position designated as an administrator and that does not meet the definition for classified or faculty positions.
2. Affirmative Action Officer for Administrators: associate vice president for human resources.

### C. Policy

1. Southern Oregon University is an Affirmative Action / Equal Opportunity employer committed to developing an inclusive, multi-cultural community. The University makes hiring and promotion decisions based on qualifications, and not on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, age, disability or veteran's status. The University complies with applicable state and federal laws and regulations governing employment practices.
2. The University seeks to recruit and hire competent and qualified individuals who meet the ongoing and changing needs of the University in serving its mission. Deans and directors are responsible for determining staffing requirements and the responsibilities and qualifications of each position, subject to consultation with and approval by the appropriate vice president or the president. Human Resource Services is responsible for assisting deans and directors with identifying position requirements and responsibilities and with all aspects of the recruitment process.

### D. Types of Recruitment

1. Open Recruitment: The University customarily conducts competitive searches to fill positions in one of three ways: nationally, regionally, or locally, depending on the position. Open recruitments are conducted in accordance with the *Search and Selection Guidelines for Administrative Positions*. The Guidelines are available on the Human Resources Services website at [www.sou.edu/personnel/](http://www.sou.edu/personnel/). Applicants are responsible for submitting all required application materials described in the job posting.

2. **Internal Search:** A position may be filled through an internal search when it is a promotional or career growth opportunity. An internal search is approved by the appropriate vice president or the president in consultation with the affirmative action officer. Applicants are responsible for submitting required application materials described in the job posting.
3. **Direct Appointment:** The hiring of an individual without conducting an open recruitment or internal search. Decisions about direct appointments are made on a case-by-case basis. Conditions that may warrant a direct appointment include, but are not limited to: interim or temporary appointments; a search that has not resulted in an accepted offer; a critical need to fill a position within a set time frame; an internal restructuring or reorganization; a verified need to accommodate an employee; or the availability of individuals who meet the specific qualifications of the position. A direct appointment must have the approval of the appropriate vice president or the president in consultation with the affirmative action officer.
4. **Retiree Appointments:** The decision to re-employ a retired employee is at the discretion of the hiring unit with approval by the appropriate vice president. Such appointments must be in compliance with administrative rules governing retirement and state and federal laws. The terms and conditions of employment are determined by the type of appointment, as well as requirements set forth in applicable rule or policy.

**E. Referrals**

The University encourages employees to refer qualified persons to search chairs or Human Resource Services for consideration for specific position openings. Selection is made based on an individual's qualifications.

**F. Unsolicited Applications and Letters of Interest**

Only employment applications and other application materials that identify a specific position that is open and posted for recruitment are accepted. Unsolicited employment applications, letters of interest, resumes, or other application materials requesting general consideration for any position are not considered or retained. Applications previously submitted are not automatically matched with new vacant positions.

**G. Policy Revision**

This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective upon approval.