



## **3344-60-02 Hiring**

As a state supported public institution of higher education, Cleveland state university is required to be in compliance with state and federal laws and regulations. The university recruits, selects and hires the most qualified individuals for open positions. Recruitment, selection and hiring activities are guided by a commitment to diversity and the strategic priorities of the university. Cleveland state university is an equal opportunity, affirmative action employer. It is the policy of Cleveland state university to provide equal opportunity to all qualified applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity and/or expression, national origin, age, protected veteran and/or military status, disability genetic information, marital status or parental status. All individuals who believe that they are qualified are encouraged to apply for all open positions. Hiring of non-U.S. residents is subject to specific federal regulations and statutes. Recruitment, selection and hiring for bargaining unit positions are subject to collective bargaining agreements.

### (A) Definitions

- (1) “Open positions.” All faculty and staff positions considered newly created, vacant or have the potential to become either, because of new institutional initiatives, reorganization/restructure, retirement, resignation, termination or strategic opportunity.
- (2) “Search.” The process of posting, recruiting, selecting and hiring for open positions.
- (3) “Full search committee.” Those individuals empowered by the hiring manager to screen applicants, and refer candidates to the hiring manager and or department for selection.
- (4) “Applicant.” Any individual who completes the application process for a specific position and who meets the minimum qualifications for that position.
- (5) “Hiring manager.” The individual having the authority to select and recommend a candidate for hire. For faculty, the hiring manager is the colleges’ respective dean.

- (6) “Expedited search.” A search that deviates from the full search committee model, because the search must be concluded as quickly as possible because of compelling operational or financial necessity.
- (7) “Internal search.” Open positions made solely available to internal candidates for selection, to create internal promotions and/or the career development of current university employees.
- (8) “Waiver.” The process to forego the posting/advertising of a position.
- (9) “Requisition.” The process used to request that an open position be filled by search or waiver of posting the position.
- (10) “Single/individual contributor.” Specialists or experts as opposed to managers (team leaders), having specific qualifications/skills, in regards to education, licensure/certification, relevant experience, and generally not representing the university to the public/or community as an agent for the university.
- (11) “Recall.” Those circumstances where bargaining unit employees subject to or on lay off, accept an open position for which they are immediately qualified.

(B) Scope

- (1) All open faculty and staff positions will be filled by posting and by utilizing an appropriate competitive search and hire procedure, except as set forth in Section (C) of this rule.
- (2) All recruitment, selection and hiring activities and procedures shall be job related, having the greatest degree of objectivity.

## (C) Details

- (1) The university will utilize full search committees to fill most faculty and staff positions, except as follows:
  - (a) When characteristics specific to the position may deem it not necessary to utilize full search committees, as determined by the chief human resources officer, the provost or designee, e.g., college lecturer, classified civil service, salary grade 4 and below, single/individual contributor, research/grant appointment, short-term temporary appointment, strategic opportunity, as described below.
  - (b) Research/grant appointments. Indefinite or short term positions that may last more than one year because of the award of grant/research dollars to the university. Requisitions for positions fully funded by a grant shall be approved by human resources; however, requisitions for research/grant positions partially funded in any amount with university funds shall be posted or filled by strategic opportunity. Specifically qualified individuals, because of professional background, expertise, national or international stature, are employed for the duration of the funding for the project.
  - (c) Short-term appointments. Such appointments are for positions that are not expected to last more than one year. The position must meet an employment need that is scheduled to be terminated within one year for reasons such as restructure/reorganization, the completion of specific projects or a peak workload, or in those circumstances where the immediate need to fill a position is so compelling that time constraints will not permit the normal search to be conducted and an acting or interim appointment is deemed appropriate. Positions may have intermittent (irregular), or seasonal (annually) work schedules. A waiver to post the open position

is granted by the department of human resources, who has the authority to approve all hiring requisitions for temporary short-term appointment positions.

- (d) Strategic opportunities – Circumstances where the university has the opportunity to meet strategic priorities by employing highly qualified individuals who make unique contributions or provide value added perspectives to the university because of professional background, interests, expertise, national or international stature; or situations where accompanying spouses/partners of successful recruits are also searching for open positions within the university or within dual career partnering organizations in the community. A waiver to post the open position is granted by the office for institutional equity.
  - (e) Recall or rehiring after lay-off. A search will not be conducted when the University is required to offer an open position to a former employee as a result of the recall provision of a collective bargaining agreement, or when University policy requires the rehiring of an employee after lay off.
- (2) Expedited searches may be conducted for operationally essential positions. The department of human resources, in consultation with the office for institutional equity shall approve requests for this process.
  - (3) Internal searches shall be conducted to provide promotional opportunities, and/or the career development of current university employees. Additionally, internal searches shall be conducted when the qualifications of a position deem it necessary for the incumbent to possess specialized university knowledge or status.
  - (4) Search firms shall be utilized to conduct searches on behalf of the University, in extraordinary circumstances deemed appropriate by the President or designee.

- (D) The associate vice president/chief human resources officer shall adopt procedures to implement this rule.

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