

POSITION, PERSONNEL & COMPENSATION CONTROL

Regardless of funding source (e.g. university, contract, grant), level or type of position and/or executive level personnel action, the **authority** to create, amend and delete the university's roster, character of and associated compensation for positions and/or associated personnel is reserved for and among the university's executive staff as follows:

I. PERMANENT POSITIONS/PERSONNEL ACTION

<u>REQUESTED POSITION</u>	<u>FORMS</u>	<u>NECESSARY AUTHORIZATIONS</u>
1. New Position and/or New Personnel; Requiring Additional Budget	<ul style="list-style-type: none">• RPA• Job description	
_____ Or _____		
Existing Position and/or Existing Personnel; Requiring Additional Budget		

In furtherance of this protocol, the foll

c. Continuous dialogue, including published rosters of work in progress will be

– Appendix A –

Roger Williams University’s

HIRING PRACTICES POLICY AND PROCEDURE

The hiring practices and protocol of the University mark a commitment to global and diverse human resources through prudent position and personnel planning, search processes and candidate selection. In furtherance of that commitment, the following constitutes the University’s Hiring Practices Policy & Procedure:

- I. **SCOPE OF SEARCH:** All full-time tenure-track faculty position openings and all senior level administrative/professional position openings shall be filled following a national search and, where practicable and not cost prohibitive, following a bonafide exploration of qualified international candidates.

All management and professional positions shall be filled following a regional search and where practicable, the search may be extended beyond the region where identified demographics reveal a significant talent pool of diverse backgrounds in the discipline being recruited. All searches will formally seek diversity in and among the candidate pool recruited and will take affirmative steps available and prudent to systematically improve upon the diversity of the university’s human resources at all levels within the organization.

Where, unusually talented, and available personnel are identified prior to commencement of a search, the search may be dispensed with when either there is an exigent circumstance behind the filling of a position or the university’s commitment to globalization and diversity is not hindered and an opportunity for maximization of personnel excellence presents itself. This decision is reserved to the President.

All recognized bargaining unit positions will be filled in accordance with governing collective agreement parameters and otherwise in accordance with this policy and procedure.

- II. **SEARCH COMMITTEES:** The University may delegate recruitment and analysis of qualified candidates to specially constructed and instructed search committees. The purpose of Search Committees is expressly to bring efficacy to the University’s goal of hiring excellent human resources.

Search Committees shall be formed and then charged by both the Department of Human Resources as to legal and policy guidelines, including the hiring practices protocol, and either the supervising Senior Vice President/Vice President/Dean of Law School or the Assistant Vice President of Human Resources as to particular scope, character and selected process for the search.

The decision as to whether or not to conduct a search, through a, specially constituted Search Committee, shall be made following consultation between the supervising Senior Vice President/Vice President/Dean of Law School and the Senior Vice President for Finance and Administration or his/her designee but generally searches will be conducted through specially constituted Search Committees for all full-time tenure-track faculty positions and all full-time, senior administrative/professional positions.

The President will be consulted prior to final selection of a candidate, for all full-time tenure-track faculty positions and all full-time, senior administrative/professional positions (Director level and above).

External Search Firms may only be engaged by the Senior Vice President for Finance and Administration or in consultation with the Office of General Counsel.

III. **HIRING PROCESS:** The hiring of new personnel and both the promotion or reclassification of personnel may only be made consistent with the university's Employment Processing Policy & Procedure. The candidate communication and selection process is then as follows:

a. Initial Response upon Receipt of Application:

Upon receipt of an application for employment, whether online or paper, the Department of Human Resources will respond in kind, i.e., by e-mail or U.S. mail, to inform the applicant that the application was received, to express thanks for his or her interest, and to inform the applicant that he or she will be contacted in the future if the application progresses to the interview stage. (Template Attached). This communication will be accompanied by an "EEO Card," which the applicant will be asked to fill out and return to the Department of Human Resources for recordkeeping purposes.

b. Information Concerning Status of Recruitment:

Should an applicant contact the Department of Human Resources concerning the status of his or her application, the Human Resources Assistant will take the call, inform the applicant that the Department of Human Resources accepts applications until a selection has been made and inform the applicant as to whether the position has been closed at that time.

c. Closing a Position:

For all Director level positions and above or key university hires prior to making a decision, a meeting with the President must be established. Upon making a tentative selection for an open position including but not limited to a contract position, approval from both the division Senior Vice President/ Vice President /Dean of Law School and the Department of Human Resources must be provided on all terms of the offer, prior to any hiring manager extending a formal, verbal offer to the selected applicant. Once approval is given, the division Senior Vice President/Vice President/Dean of Law School,

or his/her designee, upon receiving verbal acceptance of the offer of employment may extend a formal offer of employment on terms and conditions previously authorized. Confirmation of start date can be established once a favorable background check result has been received.

The hiring manager must also communicate to the Department of Human Resources that the recruitment process has tentatively been closed. The communication shall be contained within two forms, the Recommendation for Candidate Approval Form (“RACS”) and the Personnel Action Form (“PAF”). These are available from the Department of Human Resources, and on the University website. Once the Department of Human Resources receives all forms, an employment package will be generated for the selected candidate.

d. New Employee Packet:

The package will consist first of a conditional letter of employment, which includes Background Check Waiver Form, from the Assistant Vice President for Human Resources. The Department of Human Resources will then create an official letter of employment once a favorable background check has been concluded. If the selected candidate is either a faculty member or non-aligned employee, the letter will be personalized and in the form of an offer of employment. It will include wage information, and two copies will be sent (the employee is requested to sign both and return one to the Department of Human Resources in the prepaid envelope addressed to the Department of Human Resources). If the new employee is within the Dining,

complete and return enclosed forms and the signed letter of employment.

e. Regret Letters:

When selections are made and employment secured for the following positions, all individuals that have been interviewed will be informed from either the hiring manager or the Department of Human Resources that the job search has ended and a selection has been made: Senior Vice Presidents, Vice Presidents, Assistant and Associate Vice Presidents, Deans, Executive Directors, Directors, and Faculty. The Department of Human Resources will contact the hiring manager to ascertain whether he or she prefers to contact the