

University Hiring Policy

Truman State University is committed to providing equal opportunity for employment to all qualified individuals, without discrimination based on race, color, sex, age, disability, national origin, sexual orientation or veteran status.

Policies related to nondiscrimination in employment and to affirmative action can be found on the Institutional Compliance Office website at <http://titleix.truman.edu/policies-and-procedures>.

In order to ensure searches are fair and compliant, departments are required to follow a uniform advertising and selection process.

Hiring Procedures

Job postings

Departments and offices will use the Personnel Request packet to create a proposed job posting that includes the following information for that position: the scope of duties and responsibilities, essential functions, required and preferred qualifications and application materials to be submitted for consideration. The proposal must also include a tentative start date and proposed salary/wage.

The proposal will be forwarded for review by the Director of Human Resources to ensure consistency and compliance. Staff proposals must then be approved by the Budget Office, the Executive Leadership Team and the President. Faculty proposals must be approved by the Provost Office, the Budget Office and the President.

Human Resources will post all open staff positions on the University website and on the bulletin board outside the Human Resources Office in McClain Hall 101. Faculty positions will be created by School administrative staff, and then posted by Human Resources on the University website.

Advertising

All open positions will be advertised on the University website, including positions that are designated as open to internal candidates only. All postings for open positions that are in a unit that is subject to a collective bargaining agreement or memorandum of agreement will comply with the applicable agreement.

For staff recruitment, positions advertised locally must be posted for a minimum of five business days; those advertised regionally must be posted for a minimum of two weeks; and those advertised nationally must be posted for a minimum of 30 days. The Director of Human Resources may reduce the required length of a staff position posting on a case-by-case basis.

For faculty recruitment, tenure-track positions must be posted for a minimum of 45 days and non-tenure-track positions must be posted for a minimum of 30 days. Lecturer positions must be

posted for a minimum of 10 business days. The Provost may reduce the required length of a faculty position posting on a case-by-case basis.

In an effort to promote diverse hiring pools, all full-time faculty searches and all staff searches recruiting on a national level must include at least one advertising venue that seeks to recruit from a traditionally underrepresented group. Departments should work with Human Resources to identify potential advertising venues.

Departments may advertise in additional venues of their choice, the cost of which will be assumed by the department budget.

Search Committees

All staff search committees must be comprised of at least two people. If an internal candidate applies, it is recommended that the search committee include one person from outside of the department.

All faculty search committees must be comprised of at least three people unless otherwise approved by the Provost and Director of Human Resources. For all tenure-track positions and non-tenure-track positions in which there is an internal applicant, one member of the search committee should be from outside the department.

Application Review

All job postings will include a review date of no less than five business days after the position is posted for local searches, two weeks after the position is posted for regional searches, and 30 days after the position is posted for national searches. Search committees may not collectively discuss or review applications until the review date.

If the committee decides to consider applicants who apply after the review date, the committee must consider all applicants who applied between the review date and the latest application to be included.

All faculty committees must create a rubric for ranking candidates that includes evaluative criteria and the names and scores of all applicants reviewed. Staff search committees may use a rubric or an application log that identifies all applicants reviewed and a brief summary of their qualifications.

Interview processes

Search committees may conduct screening interviews by phone or video conferencing platforms (e.g. Zoom or Teams) without seeking approval.

For in-person campus interviews or final interviews conducted via a video conferencing platform, the Request for Campus Interview form must be completed and signed by all appropriate approvers. Interviews may not be scheduled until the Director of Human Resources notifies the committee that the slate of final candidates has been approved.

In-person interviews are the preferred method for final interviews. Unless hiring for a position with a remote work arrangement, conducting remote final interviews must be approved by the appropriate member of the Executive Leadership Team and the Director of Human Resources. To ensure consistency in the hiring process, all final interviews must be conducted using the same method.

For both screening and final interviews, the questions asked of candidates must be consistent. When setting up final interviews, the overall itineraries for the day should be the same for each candidate.

References

Staff search committees must conduct reference checks on the finalist prior to submitting paperwork to hire the candidate.

Faculty search committees must conduct reference checks on all candidates recommended for a final interview or on-campus interview.

As part of the application process, candidates provide consent to contact specific references and in some cases, current and previous employers. Committee members, at their discretion, may contact additional references with candidates' written consent.

Job offers

Committees should complete the Selection of Final Candidate form to submit its recommendation for hire.

To request approval to hire a staff position, the department should complete the Non-Academic Personnel Action Notice and include the final candidate's application materials.

To request approval to hire a faculty position, the department or School should complete the Recommendation for Faculty Appointment form and include the final candidate's application materials.

No offer will be extended until the hiring paperwork has been approved by the President. Offers should be made contingent on a clear background check.

Background checks

Once notified of a verbal acceptance, Human Resources will conduct the background check utilizing the vendor under contract with the University. Any issues found during the background check will be addressed by the Director of Human Resources. Background checks may be completed at the finalist stage in cases where an expedited hiring timeline is necessary. However, background checks cannot be used as a method to screen applicants prior to making an offer.

Emergency Hires and Interim Appointments

In order to avoid disruption of academic instruction or University operations, it may be necessary to make appointments without conducting a search.

External emergency hires may be appointed for no more than one year. In addition to the required hiring paperwork as outlined in the Job Offers section, a memo from the department justifying the necessity of the emergency hire must be included.

Internal candidates may be appointed to an Interim position to manage operations while a search is conducted by submitting a Non-Academic Personnel Action Notice and a memo from the department head explaining the necessity of the appointment. In rare cases, the President may approve the interim appointment to become permanent without conducting a search once the interim appointee has served in good standing for at least six months.

Search files

All documents related to each search must be maintained for five years from date of hire in a secure and central location in the department. After five years, documents may be destroyed in a manner that maintains confidentiality.

Affirmative Action Reporting

As required for all federal contractors by the Office of Federal Contract Compliance Programs, Human Resources will track the gender, race, veteran status and disability status of all applicants who voluntarily disclose this information and compile the data at the end of each fiscal year into an annual report.

Training

The Human Resources Office will make available on its website guidelines for both faculty and staff recruiting.

All search committees tasked with hiring new faculty members are required to meet with the Director of Human Resources for search training prior to the application review date unless that meeting is waived by the appropriate Dean and Director of Human Resources.