RECRUITMENT PROCEDURES AND INTERNAL POSTING POLICY
FOR NEW ADMINISTRATIVE HIRES

EEO & Recruitment Policy

FORDHAM UNIVERSITY is committed to equal employment opportunity. The University has established procedures that will provide opportunities for qualified employees to seek career advancement within the University. It will also continue to take active measures to embrace diversity in the employee population, and it will classify professional, managerial, supervisory, and technical positions into a structure that is internally consistent and externally competitive with industry and the regional labor market.

The Office of Human Resource Management, working in close cooperation with the University's Director of Institutional Equity & Compliance – Title IX Coordinator, is responsible for the administration of this process. To assist in its implementation, University personnel who are engaged in recruitment and hiring are expected to follow the procedures described below.

Recruitment Procedures and Internal Posting Policy

To ensure that there is equity and a consistent application of the University hiring process, the Office of Human Resource Management must evaluate every new and vacant administrative position prior to hiring commitment or budget authorization.

However, it remains the responsibility of the Area Vice President or Provost to determine if and when a vacant position exists, and if the position needs to be filed in light of current needs and operational requirements. The Area Vice President or Provost may designate the department head or hiring manager to contact the Human Resources Department for the purpose of developing a “Position Description” which properly identifies the responsibilities and qualifications for the position. The following information must be included in the Position Description:

a. Level of knowledge and amount of experience required to meet the objectives of the job.

b. The essential functions and expectations of the position.

c. The degree to which the individual:

   regularly supervises two or more other employees, and also has management as the primary duty of the position, and also, has some genuine input into the job status of other employees (such as hiring, firing, promotions, or assignments),

or

   handles office or non-manual work, which is directly related to management or general business operations of the employer, and a primary component of which
involves the exercise of independent judgment and discretion about matters of significance,

or

who perform work requiring "advanced knowledge".

The Position Description, along with the form entitled, “Notification of Administrative Vacancy” must be approved by the Area Vice President or Provost. It then is submitted directly to the Office of Human Resource Management for its review and approval.

Before hiring commitments are made, the Office of Human Resource Management is responsible for performing a job analysis that evaluates the position in terms of its organizational relationship, position content, and salary competitiveness. Upon the completion of the analysis, the Office of Human Resource Management may consult with the appropriate Vice President or Provost or other University officials to discuss any remaining issues. The approved Position Description, along with the Notification of Administrative Vacancy form, will then be forwarded to the Budget Office for funding authorization. If funding is approved, the Budget Office will forward the original documents to Human Resources for posting, with a copy to the Director of Institutional Equity & Compliance – Title IX Coordinator, who will record the information required for reporting purposes.

The Office of Human Resource Management will distribute the official posting throughout the University and post on the University website “Job Opportunities.” ALL AVAILABLE POSITIONS WILL BE POSTED WITHIN THE UNIVERSITY FOR TEN (10) BUSINESS DAYS. The posting of available positions through internal recruitment provides the opportunity for qualified University individuals to seek career advancement. The ten days posting period provides ample time for individuals to submit applications. A copy of the official posting will also be sent to the office where the vacancy exists and to the Area Vice President or Provost.

EXTERNAL RECRUITING AND ADVERTISING POLICY

The goal of recruitment is to attract a diverse pool of qualified applicants. Therefore, when there is a need to enhance the applicant pool, external recruitment methods should be utilized. This can be achieved through a variety of methods, including but not limited to, advertising in appropriate publications, posting on internet bulletin boards, through professional organizations (often this is a free service), providing notification of vacancies to other colleges and universities, particularly to women and minority organizations and media outlets. Whenever external recruitment efforts are needed, the online Request for Employment Advertisement form must be submitted to Human Resources.

POLICY ON PART-TIME POSITIONS

All part-time benefited administrative positions require the approval of the Area Vice President or Provost and the Office of the Budget. However, part-time positions which are less than 20 hours per week will not require official posting within the University. When these positions become available, please contact Human Resources.
EXCLUSIVE AUTHORITY OF VICE PRESIDENT OR PROVOST TO MAKE APPOINTMENTS

It is the policy of Fordham University that no appointments are made without the signed approval or authorization of the appropriate Area Vice President or the Provost.

PERSPECTIVE EMPLOYEE BACKGROUND SCREENING POLICY

Formal offers of employment may not be made until the prospective candidate successfully completes the background screening process. Please refer to the Fordham University Employees Screening Policy or contact the Office of Human Resource Management for further information.

Procedures

Prior to the issuance of a Letter of Appointment, a form entitled “Record of Hiring Report” must be completed, reviewed and signed by the Area Vice President or Provost certifying that all appropriate equal employment and affirmative action has been taken. The “Record of Hiring Report” must be submitted to the Director of Institutional Equity & Compliance – Title IX Coordinator.

Once the recruitment and hiring procedures have concluded a copy of the “Letter of Appointment” signed by the Area Vice President or Provost must be submitted to the Office of Human Resource Management.

The “Letter of Appointment” will be formatted in accordance with the style of each Area Vice President or Provost, however it must include information such as: position, title, office, and location along with bi-weekly and annual salary. All applications and resumes should be retained by the hiring department pursuant with the current legal requirements.

Any questions pertaining to fringe benefit eligibility should be directed to the Office Human Resource Management.

PROMOTIONS

The Office Human Resource Management will review, during the course of the year, any request for promotions and/or change in current job responsibilities, particularly those that may involve an adjustment in salary. If Human Resources determine that a change is warranted, the proposal, along with the identification of funding for any salary increase, must be submitted to the Budget Office for final review. If approved, the Area Vice President or Provost will issue a letter advising the employee of the change.

LEGAL REQUIREMENTS

Higher education institutions must be prepared to defend the selection process whenever there is an allegation where nondiscrimination laws have been violated. Therefore, it is imperative that the criteria for selection always be valid and “job specific.” It is also vital for all those conducting recruitment searches to retain proper records of the recruitment and selection process. Applications, resumes, and reasons for selection will be retained by the University for a minimum of three years. Questions pertaining to these requirements should be directed to the Office of Legal Counsel.
The cooperation of Area Vice Presidents, the Provost, Deans and Directors who may be assigned the responsibility of recruiting is essential for successfully fulfilling the University’s equal employment and diversity objectives. If any questions or special circumstances exist, please contact the Executive Director of Human Resources or the Director of Institutional Equity & Compliance – Title IX Coordinator.