

UAM OPERATING PROCEDURE 220.1  
RE: Affirmative Action Hiring Procedures

December 2, 2015  
Revised: April 2, 2019  
Revised: November, 13 2019  
Revised: January 27, 2020

The University of Arkansas at Monticello is committed to the principle of equal employment opportunity. The following processes constitute affirmative hiring procedures for all positions on the UAM campus:

I. FACULTY, NON-CLASSIFIED, AND ADMINISTRATIVE PERSONNEL PROCEDURES

- A. Academic unit and department heads must complete and submit a *Request to Initiate the Hiring Process* form for any faculty, non-classified, or administrative staff position opening. The unit or department head must include on this form the title of the position, the date on which the position will be vacant, the essential job functions of the position, salary and budget information, and advertising preference. The unit or department head must secure approval from the Executive Council member who supervises the area in which the vacancy occurs and from the Chancellor. The Chancellor will forward the completed *Request* to the Human Relations Office. The signatures of the applicable Vice Chancellor and Chancellor shall serve as approval for the position vacancy to be filled and the Human Relations Office to proceed with the advertising process.
- B. The *Request to Initiate the Hiring Process* must be accompanied by a job description containing, among other things, the minimum qualifications required. The Human Relations Officer may find it necessary to edit the job description for accuracy, completeness, and conformance with affirmative action standards. Any substantive changes will be discussed with the unit or department head who submitted the description; in some cases, the unit or department head may be requested to rewrite the job description. The unit or department head should also attach to the *Request* form a suggested list of publications in which advertisements should be placed. No positions will be advertised until the approved *Request to Initiate the Hiring Process* and its accompaniments have been received by the Human Relations Officer.
- C. The Human Relations Officer will make the final determination on the publications to be used and actually place all paid advertisements for position vacancies.
  1. All affirmative action advertising costs are paid from funds earmarked for this purpose in the human relations budget. Advertising for provisional positions are charged to the respective grant.
  2. Advertisements for non-classified and administrative staff and faculty positions will direct responses to the person designated as being responsible for hiring or to his/her designee or search committee.
- D. Unit or department heads may choose to promote from on-campus personnel (non-faculty) to fill a vacancy. In this case, the Human Relations Office will e-mail notice of the opening to all faculty and staff who are on the UAM public netlist. The date for first

consideration will be at least two weeks from the date of the first announcement of the opening.

E. Vacancy notification methods which will be used are as follows:

1. Advertisements will be placed in applicable regional and national papers and professional journals.
2. Most faculty positions are advertised in The Chronicle of Higher Education, [www.higheredjobs.com](http://www.higheredjobs.com), and the Democrat Gazette for a maximum cost of \$850.00. Publications can be substituted for any of these, not to exceed the established maximum cost.
3. No re-advertisements will be allowed until the current advertisement has expired.
4. Re-advertisement costs in excess of the \$850.00 maximum cost will be charged to the department advertising.
5. Advertisements may be placed in free online publications once the advertisement has been sent to the UAM netlist. The advertisement must match the netlist advertisement or reference the UAM Jobs webpage.
6. Each advertisement will be e-mailed to all faculty and staff who are on the UAM public netlist.
7. The unit or department head responsible for hiring (search committee if applicable), will be required to use at least three recruitment activities within their respective discipline or field that target diverse populations. Utilizing low/no cost activities such as email listservs, professional contacts and organizations are recommended. The list of activities utilized must be included in the Affirmative Action Report.

F. Current and retired files of open and filled positions will be maintained by the Human Relations Officer for a period of three (3) years after the position is filled. Contained in these files will be hiring initiation forms, advertising documentation, affirmative action reports, and affirmative action certifications.

G. All applicants must complete an application prior to consideration located at <https://www.uamont.edu/jobs/EmploymentApplication.pdf>.

H. All applicants that are interviewed (on-campus) must sign a Fire Safety Form found at <https://www.uamont.edu/life/pdfs/AnnualSecurityAndFireSafetyReport.pdf>

I. If a search committee is used in the selection process, there should be minority representation on the committee.

J. Before the final selection is made regarding which candidate(s) will be brought to campus for an interview, the unit or department head must seek written authorization from the appropriate Vice Chancellor for travel expenses for persons to be interviewed. Prior to further authorization, the Human Relations Officer may ask or may be asked to review the applications, the candidates recommended for interviews, and all other procedures used in

the process. An email should be sent to the Human Relations Officer with a list of candidates that will be interviewed. The Human Relations Officer may direct re-advertising, additional personal contacts and referrals, or a complete repeat of the process if it is determined that affirmative action guidelines are not being satisfied.

- K. All costs for interviewing a candidate are paid from funds earmarked for this purpose in the human relations budget. Normally, all candidates brought to campus for an interview will be reimbursed for actual expenses according to University travel regulations and restrictions.
- L. Notify Human Resources of final candidate to begin background check process by Submitting Request for Background Check Form found at [https://uamont.blackboard.com/bbcswebdav/pid-212634-dt-content-rid-5482296\\_1/orgs/PDFDirectory/Finance%20and%20Administration/Finance%20and%20Administration/Human%20Relations/Request%20for%20Background%20Check-Updated.pdf](https://uamont.blackboard.com/bbcswebdav/pid-212634-dt-content-rid-5482296_1/orgs/PDFDirectory/Finance%20and%20Administration/Finance%20and%20Administration/Human%20Relations/Request%20for%20Background%20Check-Updated.pdf)

Background checks are also required for on-campus promotions. Once you have been notified by Human Resources that the candidate is viable for employment, complete the PAF.

- M. Records pertaining to the search and selection process must be retained in the unit or department office at least three years. Records retained should include all application materials, transcripts, resumes, recommendations, etc., received from applicants as well as any other relevant materials or notes.

## II. CLASSIFIED PERSONNEL

- A. Academic unit and department heads must complete and submit a *Request to Initiate the Hiring Process* form for any classified opening. Included on this form must be the title of the position, the essential job functions, the date on which the vacancy will occur, and whether the advertising preference is for promotional opportunities or for off-campus advertising and attach ADHE state classified job description located at [http://www.arkansas.gov/dfa/personnel\\_mgmt/jobs/index.cgi](http://www.arkansas.gov/dfa/personnel_mgmt/jobs/index.cgi). The unit or department head must also describe tasks, duties, and responsibilities unique to the position (e.g., overtime, police check, on-call, etc.) The unit or department head must secure approval from the Executive Council member who supervises the area in which the vacancy occurs and from the Chancellor, who will forward the completed *Request* to the Human Relations Office. No positions will be advertised until the approved *Request to Initiate the Hiring Process* has been received by the Human Relations Officer.
- B. Unit or department heads may choose to promote from on-campus personnel to fill a vacancy. In this case, the Human Relations Office will e-mail notice of the opening to all faculty and staff who are on the UAM public netlist. The date for first consideration will be at least two weeks from the date of the first announcement of the opening. The individual seeking promotion must complete an application and submit to Personnel for consideration.

If a position is not filled via on-campus promotion as was originally intended, the unit or department head will notify the Human Relations Officer via memorandum that the position be advertised. The unit or department head may submit a suggested list of publications for advertisement.

The University also maintains an active pool of applications for certain classified positions; e.g., Administrative Specialist and Institution Services Assistant Pools. These positions are only advertised when the pool needs to be replenished or when no applicant in the pool fits the job description and/or minimum qualifications. Copies of the pool applications are sent to the unit or department head for his/her review. Applications in the pool are retained for 90 days from date of application.

- C. For positions that require advertising, either initially or subsequently, the Human Relations Officer will make the final determination on the publications to be used and actually place all paid advertisements for classified position vacancies. Deadline for first consideration will be at least two weeks after the first publication is issued.
  - 1. All affirmative action advertising costs are paid from funds earmarked for this purpose in the human relations budget. Advertising for provisional positions are charged to the respective grant.
  - 2. Advertisements for classified positions will direct applicants to the Personnel Office where applicants will complete an application form. Copies of all applications will then be forwarded to the appropriate supervisor responsible for hiring and should be screened for certain minimum qualifications and required skills.
- D. Vacancy notification methods which will be used are as follows:
  - 1. Advertisements will be placed in applicable local, and regional papers.
  - 2. Each advertisement will be e-mailed to all faculty and staff who are on the UAM public netlist.
  - 3. Notices of classified position openings are posted on the bulletin board outside the UAM Personnel Office.
- E. Current and retired files of open and filled positions will be maintained by the Human Relations Officer for a period of three (3) years after the position is filled. Contained in these files will be hiring initiation forms, advertising documentation, affirmative action reports, and affirmative action certifications.
- F. Before the final selection is made regarding which candidate(s) will be brought to campus for an interview, the unit or department head must seek written authorization from the appropriate Vice Chancellor for travel expenses, if any, for persons to be interviewed. Prior to further authorization, the Human Relations Officer may ask or may be asked to review the applications, the candidates recommended for interviews, and all other procedures used in the process. The Human Relations Officer may direct re-advertising, additional personal contacts and referrals, or a complete repeat of the process if it is determined that affirmative action guidelines are not being satisfied.
- G. Notify Human Resources of final candidate to begin background check process by Submitting Request for Background Check Form found at [https://uamont.blackboard.com/bbcswebdav/pid-212634-dt-content-rid-5482296\\_1/orgs/PDFDirectory/Finance%20and%20Administration/Finance%20and%20Administration/Human%20Relations/Request%20for%20Background%20Check-Updated.pdf](https://uamont.blackboard.com/bbcswebdav/pid-212634-dt-content-rid-5482296_1/orgs/PDFDirectory/Finance%20and%20Administration/Finance%20and%20Administration/Human%20Relations/Request%20for%20Background%20Check-Updated.pdf)

Background checks are also required for on-campus promotions. Once you have been notified by Human Resources that the candidate is viable for employment, complete the PAF.

- H. Records pertaining to the search and selection process must be retained in the unit or departmental office at least three years. Records retained should include all application materials, transcripts, resumes, recommendations, etc., received from applicants as well as any other relevant materials or notes.