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Academic Affairs Manual (ACD)

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| Effective: 7/1/1982 | Revised: 7/1/2011 |
| | ACD 505–06: Recruitment/Appointment |

Purpose

To describe procedures for recruiting, selecting, and appointing faculty and academic professionals

Sources

- 41 *Code of Federal Regulations* § 60-1
- Title VII, *Civil Rights Act of 1964*
- Civil Rights Act of 1991*
- Age Discrimination in Employment Act of 1967*
- Rehabilitation Act of 1973*
- Immigration Reform and Control Act of 1986*
- Vietnam Era Veterans’ Readjustment Assistance Act of 1974*
- Americans with Disabilities Act of 1990*
- Office of the Provost of the University
- Office of Equity and Inclusion, Human Resources

Applicability

- Faculty
- Academic professionals

Policy

ASU will pursue an active recruitment and selection process to assure the availability of qualified [applicants](#) to meet its employment needs and to assure the provision of [equal employment opportunity](#) through affirmative action. To accomplish this, all position vacancies will be announced, posted, advertised, and/or filled as indicated in this policy. When a position is dependent on continuation of funding from a specific source and may, therefore, terminate when the funding is no longer available, this must be clearly stated on the Announcement of Vacancy (AV) and any advertisements/announcements about the position.

Essential Functions

The [essential functions](#) of a position must be determined before advertising that position and must appear on the AV. The essential functions are the core or required duties of a position as opposed to the marginal responsibilities of a position. The following factors should be used in determining essential functions:

1. the reason the job exists is to perform that function(s)
2. the availability of other [employees](#) among whom the performance of that job function can be distributed
3. the nature of the function is highly specialized so that the person is hired for his or her expertise or ability to perform the particular function
4. the hiring official’s judgment as to which functions are essential
5. the amount of time spent on the job performing the specific function
6. the consequences of not requiring the incumbent to perform the function
7. the work experience of past incumbents in the job and
8. the current work experience of incumbents in similar jobs.

Advertising/Recruiting Requirements

All vacancies must be advertised except as noted under “[Exceptions to Advertising/Recruiting Requirements \(Waivers\)](#).” Any exception to this policy must be approved by the Office of the Provost of the University.

The appropriate scope of advertising depends upon the position. Positions opened for national recruitment must provide an application period of not less than 14 [days](#) from the date the last announcement appears. Regional recruitment must have an application period of not less than 10 days and local recruitment of not less than five days from the last date an announcement appears. All advertised positions must appear in *Insight* once.

All positions must be advertised with a specific application deadline. Departments may use a rolling deadline (e.g., April 1 or the first of the month thereafter until filled) to assist recruiting efforts.

All full-time [tenure-eligible faculty](#) and [continuing-status-eligible academic professional](#) positions must be advertised nationally. All nontenure-eligible faculty or year-to-year academic professional positions may be advertised through national, regional, or local recruitment depending on which type of recruitment assures affirmative efforts to recruit diversity.

All position announcements and advertisements must include one of the following in the announcement and advertisement: “ASU is an equal opportunity employer,” or “AA/EOE.”

For more information about effective search practices and information about recruitment, please see the [academic personnel link](#) to the Office of the Provost of the University.

Pool Recruitment

Pool recruitment may be used only for 49 percent FTE faculty associate/faculty research associate positions and 49 percent FTE academic associate positions when the department will hire more than five individuals from the recruitment.

Exceptions to Advertising/Recruiting Requirements (Waivers)

Advertising may be waived when the Office of the Provost of the University determines that it is in the best interests of the university to follow a different recruiting procedure. Waivers are usually for temporary positions, emergency replacements, or to hire individuals who would bring particular distinction to the university or specialized talents/expertise and would not usually be someone who could be attracted through regular recruitment. The hiring official must complete a “Request for a Waiver” form outlining the reasons for requesting the waiver and include a copy of the candidate’s curriculum vitae or résumé. The Office of the Provost of the University will then make the decision on approving the waiver request.

Grant and Contract Positions

When a proposed faculty member or academic professional is specifically identified by name in a grant or contract proposal, the person will be hired without advertising the position. The procedures for exceptions to advertising/recruiting must be followed for these [appointments](#).

Screening, Interviewing, and Selecting Applicants

Search Committees

The hiring official is responsible for organizing a search committee (see [ACD 111–01](#), “Faculty Voting Rights,” for establishment of search committees). A search committee consists of at least two people who evaluate the applications to determine who to recommend for interview (or hire when interviews will not be conducted). The search committee (or selection committee, for GRA/GTAs) shall be used to recruit, evaluate, and interview applicants, and make recommendations to the hiring authority on all positions. Search committee members should attend the annual training on effective search practices conducted by the Office of the Provost of the University and consult the [academic personnel link](#) for more information. All searches should be conducted in such a way as to recruit as diverse a pool of applicants as possible to ensure the university has the opportunity to create and sustain a diverse faculty and academic professional workforce in keeping with the university’s diversity plan.

Nondiscrimination

Every person involved in screening, interviewing, and selecting applicants must exercise judgment at each step in the process to ensure that no applicant is discriminated against on the basis of race, color, religion, national origin, citizenship, sex, [gender identity](#), sexual orientation, age, [disability](#), [Vietnam-era veteran status](#), [other protected veteran status](#), newly separated veteran status, or [special disabled veteran status](#).

The screening of applicants must be based on the qualifications listed in the advertisements. All individuals selected for interview (or hire when interviews are not conducted) must meet the required qualifications advertised. If a specified degree is listed as required, only candidates who are expected to have completed all requirements for that degree before the appointment begins may be considered.

Only those individuals who have submitted all application materials required, by the application deadline, may be considered for interviews.

Interviews

No campus interviews, formal or informal, may be held before the application deadline date and before the pool is approved by the appropriate chair or director, dean, and the Office of the Provost of the University. Job-related reasons must be provided for all applicants not recommended for interview; “does not meet qualifications” is an unacceptable reason—specificity as to which of the required/desired qualifications has not been met must be provided to the Office of Equity and Inclusion, Human Resources.

Selection and Recommendation

No offers of employment may be made for tenured, tenure-eligible, or multiple-year appointments without approval by the hiring authority and all such offers must be co-signed by the Office of the Provost of the University. Offers for appointments of one year or less may be handled by the hiring authority or others the dean so designates. When a department is offering a position to someone who anticipates degree completion by the appointment date, written notification from a knowledgeable source at the degree-granting institution must be provided so the hire can be confirmed.

Employment-Eligibility Verification

Persons selected for hire must be able to provide verification of employment eligibility by the time employment begins, as required by the *Immigration Reform and Control Act of 1986*.

Rehires

Tenure-eligible faculty members who are not successful in seeking tenure are not eligible for rehire in any capacity without the approval of the Office of the Provost of the University. Nontenure-eligible faculty and year-to-year academic professionals employed during one academic year may be rehired for the following academic year in the same department and with the same title/rank without reapplying for the position when the initial hire was made through open recruitment. There must be an annual performance evaluation on file in the department to make this type of reappointment.

Retention of Records

The academic unit’s hiring records must be retained for a period of three years following the selection process. Search or selection committees and academic administrators are required to document the basis for their recommendations. The academic unit must be able to document a legitimate, nondiscriminatory reason for every action. At a minimum, hiring records will contain the following documentation:

1. the AR, AV, and ad copy for the position
2. the search plan submitted to the Office of Equity and Inclusion, Human Resources
3. the Applicant List (AL) and the Hiring Process Report (HPR) form, including the approval signatures of the dean
4. the résumés or curriculum vitae of applicants, together with letters of recommendation (if an applicant or a placement service requests return of a résumé, note such a request and the subsequent action in the file to verify receipt and review of the application)
5. all correspondence with applicants, candidates selected for interview, candidates offered employment, and references and
6. documentation of the search committee findings, including interview notes, committee deliberation notes, and reasons why the committee considered each applicant qualified or unqualified.

When a waiver is used, the department must keep a copy of the waiver, the vita/résumé of anyone considered for the position, any interview questions, notes, reference information, and any correspondence related to the hire.

Information on search processes, steps, forms, and best practices are available at the [academic personnel link](#).

Cross-References

For information about reference and background checks, see [ACD 126](#), “Reference Check and Background Verification.”

For a list of protected classes, see [ACD 401](#), “Nondiscrimination, Anti-Harassment, and Nonretaliation.”

See also:

1. [ACD 505–01](#), “Initial Appointment and Offer Letter”
2. [ACD 505–05](#), “Faculty and Academic Professional Administrative Appointments”

For information about interviewees’ expenses, see the *Financial Services Policies and Procedures Manual—FIN 421–02*, “Interviewees.”

