

System Office

Frequently Asked Questions about Academic Professional Searches

- 1. How is a search for an Academic Professional (AP) position initiated?**

Contact System Human Resource Services at 271-333-2600 to initiate a new search.
- 2. What steps are necessary to conduct an Academic Professional search?**

Access the Academic Professional Search Checklist on this page for the necessary steps.
- 3. How long will it take before a new search is advertised?**

After receiving approval for the Hiring Exception Form, you should allow three to five business days for review of search documents, approval, and advertising of a search.
- 4. Do all appointments require a search?**

Generally, all Academic Professional positions require a search. Exceptions include:

 - Less than 50% time Academic Professional positions
 - In-line promotions that meet the System Office EEO Search Guidelines (one step promotions)
- 5. If the appointment is over 50%, but visiting or temporary, does this information need to be included in the advertisement/posting?**

Yes. Additionally, if there is a possibility the appointment might change from visiting/temporary to a regular position, this should be stated in the advertisement. For example, the posting might state "The position is visiting, but may become a regular appointment at a later date."
- 6. If the position is security sensitive and will require pre-employment screening (background check), should this information be included in the position announcement?**

Yes. All new hires will be subject to a background check according to policy. Existing employees hired into security sensitive positions will also be subject to a background check if one has not been done in the preceding two years.
- 7. How long can an Academic Professional be appointed to a visiting position?**

One year. Visiting positions may receive approval to be extended for up to three additional years.
- 8. Is a closing date required for the advertisement?**

Yes. However, the search committee may extend the posting if needed.
- 9. Can the interviews be conducted before the closing date?**

Yes. It is preferable to let potential applicants know of this in the advertisement. For example, the posting might state "Interviews may be conducted prior to the closing date. However, all applications submitted will receive full consideration."
- 10. Is the unit required to post every position in a newspaper?**

No.

11. **Is it okay to post the position on external online resources as well?**

Yes. You are encouraged to post on online sources.
12. **Can a unit receive approval to conduct an internal search?**

Yes. Some searches are appropriate to be internal to the University only. This type of search requires System HR EEO approval and must be posted on University of Illinois websites. "Current University of Illinois employee required" must be included in the job description/posting. However, EEO guidelines do not allow internal to the department only.
13. **How long does an announcement need to be advertised?**

Searches must be posted for a minimum of two weeks.
14. **Is there a required number of search committee members?**

You must have a minimum of three search committee members in which one member should be diverse. There is no maximum limit; however, a reasonably sized committee provides greater ability to expedite the search process due to less coordination of schedules.
15. **Where am I required to post my position?**
 - System Office Job Site & University of Illinois universities websites
 - Two diversity sites (Beyond.com satisfies this requirement)
16. **How many applicants must I interview?**

You must interview at least two candidates, but it is highly recommended that you interview a reasonable representation of the qualified applicant pool. You will be required to indicate for each applicant why he/she was not selected for an interview.
17. **Can I offer a salary that is lower than the established minimum on the exception form (System Office position approval form)?**

No, however, you can offer a higher salary than your original salary range with additional approval.
18. **Can I extend a contingency offer before we have EEO approval?**

No, verbal or written offers cannot be extended until we have final EEO approval. ALL offers will be made by a recruiter in System HR.
19. **What does it mean to be a Visiting Academic Professional?**
 - Not entitled to notification rights, but has the benefits of any other Academic Professional employee.
 - If position terminated, standard notification for System Office employees is 2 months, but not required.
 - May be unionized depending on university, please read the Visiting AP contract if a Visiting AP at the Urbana university - <http://www.ahr.uiuc.edu/forms/vap.pdf> or the organization <http://www.ieanea.org/local/aap/>.
 - Appointed for a temporary need, often due to grant funds or a temporary project or resource needs.
 - May be appointed for one year at a time, up to four years.