

System Offices – Search Guidelines

Search Documentation

- Form I – System HR will submit the Form I for approval prior to initiating the search process. The form I must contain the following information:
 - ✓ Name, title, gender, and race/ethnicity of each committee member.
 - ✓ Proposed language of the job advertisement which must include the System Office AA/EEO statement.
 - ✓ Required and preferred qualifications.
 - ✓ A list of the advertising sources where the position will be posted. At least once source needs to be a diversity recruiting source.
 - ✓ The System HR contact.
- Form II
 - ✓ Interview questions, reasons for choosing the selected candidates(s), and reasons for not choosing the other candidates who were interviewed.
 - ✓ List names of applicants who met the minimum qualifications by obtaining a Bachelor's degree (identified by System HR).
 - ✓ List of names of applicants who have been identified as candidates the department wants to interview.
 - ✓ List of reasons the department did not select an applicant for an interview and a candidate for the position (particularly minorities and females).
 - ✓ List of references - references will be completed by System HR. A minimum of 2 references is required and can be either letters of reference, phone references, or via an electronic format (i.e. email or online survey).
 - ✓ The salary offered to the selected candidate should not be less than the minimum salary indicated on the PAPE or the minimum salary indicated on the Hiring Exception Form. System HR will present salary offers to the chosen candidate(s).

Search Committees

- Search committees must contain at least 3 persons.
- The search committee should be diverse both in race/ethnicity and gender. If the department is unable to identify diverse committee members from within the department, then it should look outside the department for individuals who will add diversity and value to the committee. Said individual(s) should be someone who will/may have interaction with the person selected for the position.
- In addition to the individuals selected by the department, each search committee will be chaired and/or coordinated by a member of the System HR staff who will also serve on the committee.
- System HR will document the process the search committee used to select candidates for interviews including providing reasons why candidates were not selected.
- Search committee members cannot apply for or be considered a candidate for a search in which they are serving on the committee.

Advertising/Recruitment Sources

- System HR must retain a copy of all advertising materials including copies of newspaper ads, postings on the universities' job board, and postings on external job sites. The length of time posted in each newspaper and on each website should be tracked.

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- Each posted position must be advertised in at least one diversity oriented resource. Positions in job groups that show an underutilization of women and/or minorities will be required to advertise in two or more targeted diversity resources. Departments may also identify other diversity sources which must be approved by UEO.
- Diversity advertising for job groups that have an underutilization of females and/or minorities should be targeted toward the underutilized group as identified in the System Offices Affirmative Action Plan.
- Searches must have identified open and close dates. All searches (National, Regional, or Internal) must be open for a minimum of 2 weeks. However, the department may request to extend the length of the search and must provide justification for doing so. Executive level positions that involve the use of a search firm may be posted without a pre-determined close date to allow for the extensive recruitment of a diverse qualified candidate pool.

Search Waivers

- Search waivers may be granted for a current System Office employee for the following reasons: in-line promotions (title and salary), lateral transfer, title change, reorganization of the unit, spousal hire, FTE changes that moves an employee's appointment above or below 50%, and other special circumstances.
- Visiting appointments that were filled through an open and competitive search may be waived into a permanent position with the approval of UEO. If at the time a visiting position is advertised, the department has reason to believe the position will become permanent, it should say so in the job postings. Visiting appointments that were filled without an open and competitive search (through an approved search waiver) must be renewed yearly for a maximum of 4 years.
- State funded visiting appointments that were filled without an open and competitive search (through an approved search waiver) must be renewed yearly for a maximum of 4 years. (Termination of a visiting appointment requires at least 2 months' notice. Please contact System HR before terminating a visiting appointment).
- Grant funded visiting appointments that were filled without an open and competitive search (through an approved search waiver) must be renewed yearly for a maximum of 5 years. (Termination of a visiting appointment requires at least 2 months' notice. Please contact System HR before terminating a visiting appointment).
- The department must provide justification for making the position a visiting appointment (grant funded, short-term project, etc.).
- Departments that wish to hire a regular Academic Professional employee who received a notice of non-reappointment from another System office may do so as long as the employee meets the required job qualifications and performance expectations have been met.
- Promotions:
 - ✓ Internal promotions are intended to recognize an employee's excellent job performance as well as his/her growth in professional knowledge, skills, and responsibilities. Promotions should be consistent with equal employment and affirmative action objectives. A promotion may be appropriate under the following circumstances: (1) a University business need exists; (2) the employee's qualifications and job performance reflect his/her readiness to take on higher level duties and responsibilities; (3) the department has a need for higher level work to be performed; and/or (4) a vacancy has occurred within the department.

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- ✓ Promotions via a search waiver are subject to the following parameters:
 - The title must be approved by System HR.
 - System HR must upload a copy of the preferred candidate's resume in Hiretouch as an attachment to the search waiver form.
 - System HR must upload a copy of the old and revised organization charts into Hiretouch.
 - The employee must clearly meet the qualifications for the position.
 - The department must provide an explanation of why the candidate was selected over similarly situated employees (those with the same/similar title and equal or similar qualifications - particularly minorities/females). This requires that the department identify and consider others who also qualify for the position.
 - System HR must review whether there is a goal for the Job Group in which the employee is being promoted. If a goal exists, the department must provide an explanation of why similarly situated female/minority candidates were not selected.
 - The department must indicate whether the position that is being vacated will be filled.
 - Employees are limited to one (1) promotion per year via this process.

Promotions from Civil Service Custom Classifications to Academic Professional

The System Offices recognize that Civil Service Custom Classifications (i.e. Accounting Associate, Business Administrative Associate, and Human Resource Associate) may function at a professional level whereby the next career progression would warrant movement into the Academic Professional employee group. Employees in these classifications are typically performing work at the Coordinator or Senior Coordinator levels. As such, consistent with the section on promotions, employees in custom classifications may be promoted into an Assistant Director academic professional position via a search waiver. The custom classification job description must clearly indicate the level the position is functioning (Coordinator or Senior Coordinator) as determined by SHRS.

Interim Appointments

An interim appointment is a temporary assignment into a vacant position in which the appointee will assume additional or replacement duties and responsibilities, and for which a search for a permanent replacement is underway or has yet to commence. An interim appointment typically will not exceed eighteen (18) months in length, except in extenuating circumstances. The incumbent's current position will remain open while he/she is in the interim appointment status.

Justification and appropriate documentation should be provided on the Hiring Exception Form regarding why the selected individual was chosen, particularly when there are other similarly situated employees within the department.

On occasion, an employee serving in an interim appointment may be promoted into the permanent position. Circumstances where it may be appropriate to promote an employee in an interim position into the permanent position include the following:

- Incumbent has unique and relevant experience related to the position
- The incumbent has exhibited exceptional performance while in the interim position
- It is economically advantageous to the department to promote the incumbent
- There has been a reorganization of the department that supports hiring the incumbent as permanent
- Promoting the incumbent is in the best interest of the unit to achieve its strategic goals

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- Institutional knowledge is critical to the success of the position
- A search to fill the position permanently has failed and there is no reason to expect success in the near future
- Other circumstances that support the overall strategic goals of the unit and/or university.

The hiring manager should describe all applicable circumstances in his/her justification for promoting an employee from an interim position into a permanent position. Promotions from interim to permanent must be approved by both the Vice President for that department and the Executive Vice President for Academic Affairs via a Hiring Exception Form. Such promotions are subject to the promotional guidelines outlined in the *Search Waivers* section as well.

Internal Searches

Internal searches may be performed with the approval of UEO and are subject to the following:

- The department may perform an internal search at the discretion of the department head.
- The position must require knowledge of University of Illinois operations and the department must provide acceptable justification.
- The guidelines regarding the composition and responsibilities of the search committee are the same as outlined above.
- A current employee who was hired into a visiting position without an open and competitive search may be hired through an internal search as long as the employee has been employed a minimum of 18 months. Advertising for internal searches are limited to the System Office's and universities' job boards, other internal websites and communication tools.
- Current academic professionals and status civil service employees may be hired through an internal search (all other employee groups are not eligible – i.e. Post Doc, Extra Help, Graduate Students, Undergraduate Students).

Lateral Transfer between the System Offices and the Universities

A System Office may accept a lateral transfer of a permanent academic professional employee from the universities with the following parameters:

- The employee retains the same title and salary at the time of the transfer. S/he will be eligible for merit increases in accordance with the System Offices' salary program.
- The lateral transfer must be in accordance with the System Offices' affirmative action goals and objectives.
- Typically lateral transfers are limited to positions below the Assistant Director level.

Academic Professional Appointments Not Requiring UEO Approval

- New positions (regular or visiting) with an FTE less than 50%.
- Organizational number change only (no change to duties, title, FTE, or salary).
- A change in the home campus location for an existing System Office employee.
- Off cycle increases that are not a promotion or title change.

****These guidelines may be modified or discontinued as deemed appropriate.***