January 12, 2012

TO: Deans, Directors and Department Heads

FROM: Penelope Daugherty, Director
        Affirmative Action & Equal Opportunity
        Linda King, Associate Vice President
        Human Resources

        Sonia Fotter, Director
        Unclassified Personnel Services

RE: Interim Recruitment Guidelines for Unclassified Personnel

We are pleased to announce new Interim Recruitment Guidelines for Unclassified Personnel that replace the Internal Management Directive (IMD) regarding unclassified recruitment.

Our goals in preparing these guidelines were to both streamline and clarify the recruitment process for unclassified personnel. The guidelines not only provide a comprehensive overview of search requirements, but also describe the conditions under which searches may be waived. Personnel actions previously conducted using the NIRPR and search waiver requests will now be covered by one new form, the "Request for Waiver of Search Process." The new process for promotions and reorganizations eliminates previous quantitative restrictions governing changes in job duties and compensation as well as the "posting for comment or application" requirements for promotions and reorganizations. In the future, the review will focus more broadly on organizational needs and rely to a greater extent on the assessment of the vice president. The requirement to notify SEIU when moving a position from classified to unclassified status will continue to be in force. Both the interim guidelines and form can be found on the websites of the Office of Affirmative Action & Equal Opportunity, Unclassified Personnel Services, and Human Resources.

Please note that these guidelines are interim. Before finalizing, we will consult with various groups on campus, including those who complete the paperwork, those who make hiring decisions, and those in leadership positions, to collect feedback on the new forms and process.

The University remains committed to conducting competitive searches to enhance the excellence of our workforce and to facilitate the attainment of affirmative action goals and objectives. The guidelines are intended to address those limited circumstances when appointments may be appropriate without a regular search.

If you have questions, please contact one of us.