



Search Policy

INTRODUCTION

The effective recruitment of personnel in an institution of higher education is of paramount concern for the well-being of the university. The search committee, when it functions well, has proven to be an effective means of attracting a qualified applicant pool of candidates possessing the academic and personal qualifications to maintain excellence in the university and reflecting the appropriate ethnic and gender mix to meet the requirements of affirmative action and equal employment opportunity.

So that search committee members can function effectively, it is important that they understand the general legal as well as the specific Governors State University requirements to be followed in hiring personnel.

There are three basic sets of laws and regulations specifying non-discrimination in employment which affect institutions of higher education:

1. Civil Rights Act of 1964, Title VII—prohibits discrimination in employment based on race, color, religion, sex or national origin.
2. Educational Amendments of 1972, Title IX—prohibits discrimination based on sex against students and employees in any educational program or activity receiving Federal financial assistance.
3. Equal Pay Act of 1963—amends the Fair Labor Standards Act of 1938 and requires employers to provide equal pay for men and women performing similar work.
4. Executive Order 11246, as amended by Executive Order 11375—prohibits discrimination in employment on basis of race, color, religion, sex, or national origin by federal contractors and subcontractors having federal contracts in excess of \$50,000.
5. Illinois Human Rights Act of 1980—establishes the Department of Human Rights and the Illinois Human Rights Commission and prohibits discrimination in all forms in connection with employment, real estate transactions, access to financial credit, and availability of public accommodations.
6. Americans with Disabilities Act of 1990—contains broader protections for the handicapped than both the Illinois Human Rights Act and the Federal Rehabilitation Act of 1973. Persons with disabilities are protected not only from discrimination in employment, but discrimination regarding housing access to public accommodations and services, transportation and telecommunications.

In summary, under Federal and Illinois employment law, applicants for employment and employees have protections under the law in regard to race, color, religion, sex, national

origin, ancestry, age, marital status, disability that does not interfere with your ability to perform or can be compensated for with a reasonable accommodation, parental status, sexual orientation, military discharge status, and arrest record status.

The following is recommended in order to meet the requirements of these laws and regulations:

- Any qualifications listed as part of a job description must be necessary to the performance of that job.
- Job vacancies must be widely disseminated to organizations serving the interest of women, minorities, veterans and persons with disabilities.
- The University must state that it is an Equal Opportunity/Affirmative Action Employer in its advertisements.
- Special efforts are required to recruit and hire women and minorities by units which have fewer women or minorities in a job category than would reasonably be expected by their availability.
- Questions asked in interviews must be the same for all applicants. It is illegal to ask questions regarding marital or parental status or to make assumptions bearing on an individual's willingness and/or ability to relocate.
- "Applicant flow" records must be maintained throughout the process and retained by the University for three years.
- Information on all applicants and why they were not hired must be recorded and retained by the University for three years.

In addition, Federal regulations, as well as the Board, require that regardless of the utilization status of an employing unit, every search to fill a vacancy must be conducted with strict adherence to affirmative action recruitment procedures of the same scope as those required when a unit is "underutilizing"* members of the protected class.**

These guidelines have been developed to assist the University's search committees in recruiting and screening qualified applicants when a vacancy occurs or a new position is created which must be filled by administrative, professional, or faculty personnel.

To assist search committees, the [Department of Human Resources' web site](#), contains procedures, sample advertisements and communications, interview guidelines, and checklists.

The guidelines, procedures, and policies for the search process were developed by the Department of Human Resources with the assistance of the University's General Counsel.

Should you require additional assistance, the Diversity Officer is available to provide it.

* Underutilizing is defined to mean employing fewer minorities/or women in a job category than would reasonably be expected by their availability.

** Blacks, Asians, Hispanics, Native Americans, and Women.

GOVERNORS STATE UNIVERSITY POLICY GUIDELINES FOR SEARCH AND SCREENING COMMITTEES FOR ADMINISTRATIVE AND FACULTY POSITIONS

The search and screening process that brings together the faculty, the administration, students and frequently other members of the university community as a consultative body, in a joint search for administrative officers and faculty not covered by Civil Service regulations, is an important part of selecting individuals who enjoy the confidence of the faculty, the administration and the unit of employment. To this end, it is essential to maintain mutual contact throughout the search between the committee and the hiring administrator for whom the search is being conducted. The following guidelines have been developed to improve the efficiency and effectiveness of the consultation process.

1. This policy shall cover all tenured or tenure-track faculty, Vice Presidents, Deans, Directors, and other professional staff members whose job categories are administrative in nature and who are classified as exempt from Civil Service according to the Civil Service Statutes and Rules.
2. The search and screening committee shall be appointed by the hiring administrator who may seek the advice of others. The membership of the search and screening committee will reflect the broad interests of the unit concerned as well as the diversity in minority and female representation expected under the University's Affirmative Action and Diversity Plan. No member of the committee shall be a candidate for the position involved or a direct-report of an applicant. The number of persons on the search committee shall be dictated by need for representation of various constituencies; however, it is recommended that the size be kept as small as possible for expediency but with no fewer than three members.
3. The chairperson and a secretary shall be either appointed by the hiring administrator or selected at the first meeting. Administrative support for the committee will be provided by the appropriate unit. It is essential that mutual contact between the committee and the hiring administrator be maintained at all points during the process.
4. The hiring administrator and the Diversity Officer shall be present at the first meeting of the committee. At this meeting the search and screening committee will be given a job description outlining the responsibilities and duties of the administrative position to be filled and the time period during which the search is to be conducted. For faculty positions, the search and screening committee will be given a tentative Assignment of Duties for the faculty position. The Diversity Officer reviews the qualifications of the position with the committee, as well as, reviews operating protocols (including the use of the on-line applicant tracking system).
5. The names of those on the search and screening committee, a description of the position to be filled, and the time period during which the search is to be conducted shall be recorded and available in the Department of Human Resources. Advertising for the position shall be placed in selected regional and national journals, as appropriate, unless a waiver is secured from the Diversity Officer. All applications shall be received via the on-line applicant tracking system; paper

- submittals will not be accepted. The Diversity Officer shall review the adequacy of that pool prior to inviting candidates to interview. Such a review shall be conducted in accordance with the University's Affirmative Action policies.
6. The committee shall interview a select number of candidates. Interview schedules are to be planned by the search and screening committee in cooperation with the hiring administrator. The hiring administrator shall hold separate interviews with each candidate.
 7. After interviews have been completed, the committee's confidential consensus evaluation as to the relative strengths and weaknesses of each candidate interviewed will be submitted in writing to the hiring administrator. The committee shall recommend in alphabetical order at least three to five of the strongest candidates (unranked) for consideration by the hiring administrator who may request a meeting with the committee to further review their recommendations. The hiring administrator will review the committee's recommendations and make a hiring recommendation to the appropriate final authority. In the colleges, the respective dean will have hiring authority; in the administrative units, the Associate Vice Presidents will have hiring authority.
 8. After the hiring administrator reviews the recommended candidates and an acceptable candidate is not found, the hiring administrator can 1) ask the committee to broaden their review to include more candidates, or 2) the search can be closed and reopened at a later date. If necessary, an interim appointment may have to be made to fill the position until an acceptable candidate can be found.
 9. The records of the committee shall be deposited with and maintained confidentially by the Diversity Officer so that they might be available for inspection by appropriate state and federal civil rights enforcement agencies.
 10. The Department of Human Resources issues all employment contracts and appointment letters for the President of the University. Positions are not officially filled until a signed contract or appointment letter is issued, signed and received from the selected candidate, and counter-signed by the President or the President's designee.