

# GUIDANCE ON EFFICIENT AND COMPLIANT METHODS OF RECRUITMENT OF ADJUNCT AND OTHER REOCCURRING VACANCIES

## **Position Posting Requirement**

As an affirmative action employer, Federal regulations require Ferris State University to post opportunities for employment occurring within its organization. Specifically, 41 C.F.R. § 60-300.5(a)6 requires the University to ensure equal employment opportunity by posting "all positions except executive and senior management, those positions that will be filled from within the contractor's organization, and positions lasting three days or less." The regulations further specify that affirmative action employers, like Ferris State University, must "immediately list all employment openings . . . with the appropriate employment service delivery system," specifying that "the state workforce agency job bank or with the local employment service delivery system where the opening occurs will satisfy the requirement." 41 C.F.R. § 60-300.5(a)2.

These posting requirements apply to all position types used at the University, including; full-time, part-time, regular, temporary, and adjunct. In compliance with these regulations, posting requirements are maintained by the University.

## **Minimum Posting Requirement**

For all positions, "except executive and senior management, those positions that will be filled from within the contractor's organization, and positions lasting three days or less," the University requires that vacancies be posted through the FSU Electronic Employment System, PeopleAdmin, and in compliance with 41 C.F.R. § 60-300.5(a)2, the state workforce agency job bank, Pure Michigan Talent Connect. All full-time position vacancies are also posted on the Diversityjobs, Diversity Trio, HigherEdJobs, and MIHERC websites. Additional recruitment sources may be added divisionally or University-wide to the established minimum posting requirements at the discretion of the President and/or Vice Presidents.

## **Options & Process for Minimum Posting Requirements**

### **• Regular Posting**

#### **Options**

- Used to fill full-time or part-time positions of a continuous nature or temporary positions without anticipated reoccurring need for continuous recruitment;
- Job posting describe a single vacancy (or in limited circumstances multiple vacancies for the same or significantly similar positions) and often establish anticipated applicant review and selection determination dates;
- Postings invite applications for a specified position(s), with an established title, duties, responsibilities, and qualifications, available immediately or at a defined time in the future.

#### **Process**

- Recruitment and selection process used for these positions is consistent with the primary past practice on campus.
- See the Hiring Process Manual for additional details.

## • Pooled Posting

### Options

- Used to fill temporary, full or part time positions, where Hiring Units anticipate multiple hires during the specified year;
- Job posting describe current and anticipated vacancies for the same or generally similar, temporary positions within a department or unit;
- Postings invite applications for anticipated, temporary vacancy in a departmental/unit, with a generalized description of anticipated duties of positions of foreseeable need and description of qualifications required for hiring consideration, should a vacancy arise within the posting year.

### Process

Recruitment and selection process used for these positions is consistent with the primary past practice on campus.

- See the Hiring Process Manual for additional details.

## • Hiring Unit Review

- Regular, reoccurring applicant review and submission to EO is recommended .
- Hiring Units should establish procedures for assuring complete review of the applicant pool prior to anticipated dates of needed temporary hires. For example, a department that recognizes that it may need to hire adjunct faculty in August should assure that it has completed recruitment , reviewed its adjunct applicant pool, and requested EO review, with sufficient time for interviews and completion of the hiring process.
- Hiring Unit will determine which candidates meet minimum qualifications , which candidates may be interviewed as vacancies occur, and which non-selection reasons to record for applicants not receiving further consideration in the hiring process.

## • EO Review

- As with all posted positions at Ferris, EO will confirm consistent evaluation of applicant qualifications and approve interviewee selections.
- As the Hiring Unit reviews applicants throughout the year, it may subsequently request that EO review and approve applicants for interview. This process assures efficiency by reducing the number of applicants to review when a hire is needed.

## • Interviews & Selections

- When the Hiring Unit determines that a new hire is necessary, a pool of qualified candidates is available for consideration .
- If the Hiring Unit and EO have completed their reviews on regular, reoccurring intervals, the Hiring Unit could be prepared to immediately begin interviews of approved candidates and diligently complete hiring processes upon notification of a hiring need .
- After the Hiring Unit has selected a candidate for hire, a signed PAF must be received in Human Resources and a background check of the candidate must be completed.
- During times of the year when no hiring need exists, the Hiring Unit can use PeopleAdmin to notify applicants that there are no present vacancies, but that their application materials will remain available for consideration until the position is closed.

**• Position Closure & Re-recruitment**

- Recruitment for pooled positions must occur at minimum ,annually .
- To assure that applicants for pooled positions remain available and interested in employment with Ferris, pooled positions will be closed annually and reposted as necessary.
- At the time of a position closure, PeopleAdmin may be used to contact approved candidates, thanking them for their interest in employment at Ferris and inviting them to submit their application materials, which are saved in their FSU accounts, for subsequent posting consideration.