

INTERNAL RECRUITMENT POLICY

- I. **PURPOSE:** The purpose of this policy is to establish a fair and equitable framework by which qualified internal candidates can compete against each other for certain career advancement opportunities at the University.

- II. **POLICY:** The University recognizes that intelligent workforce planning and total rewards programs require that a blend of internal and external recruitment opportunities be in place for filling non-instructional position vacancies. The University has a strong commitment to diversity, and a primary diversity strategy is broadly marketed, external recruiting processes. By the same token, the University has made a significant investment in preparing its employees for advancement through its employee training and development programs, as well as through tuition waiver benefits. To ensure that both interests are considered when requests for internal recruitments come forward from hiring authorities, a clear review process and criteria is required.

- III. **CRITERIA FOR INTERNAL RECRUITMENT ACCEPTABILITY:**
 - A. The vacancy must be in an EEO category of employment which does not reflect under-representation of minorities or women or; if there is, the internal applicant pool must contain minority or female employee presence.
 - B. There must a reasonable number of qualified and diverse employees which might be reasonably anticipated to have an interest in competing for the position in order for it to be considered a competitive process. A reasonable number is normally 3 or more.
 - C. The Division Head has to support the request.
 - D. For positions in collective bargaining units, no contractual obligations can exist which might preclude it.

- IV. **PROCEDURES:**
 - A. The request will be reviewed by both the Office of Social Equity and the Office of Human Resources to ensure the above criteria is met. The concurrence of both offices is required.
 - B. The recruitment will be advertised “Internal Applicants Only” for a minimum of 10 days for applications to be received. If a collective bargaining agreement requires more days, the contractual number of days will be honored. If insufficient qualified employees apply, the search will be re-advertised using an external recruitment process.