

RECRUITMENT FOR EMPLOYMENT

The Research Foundation of the State University of New York College at Cortland employs people in support of outside sponsored projects who are not covered by any union contract. Nevertheless, the Foundation's commitment to affirmative action and its desire to have Foundation employees treated in a comparable fashion to SUNY campus employees has resulted in a procedure for the review of applicants for Foundation positions to ensure that affirmative action principles are enforced.

The following procedures are used for the recruitment process:

- 1) Principal Investigators (Project Administrative Officers) provide a written job description(s) for positions within grants or other externally funded projects to the Affirmative Action Officer for review.
- 2) The Affirmative Action Officer determines the nature of the position, exempt or non-exempt.
 - For non-exempt and exempt employees, Principal Investigators should contact the Affirmative Action Officer for classification and compensation level.
- 3) Recruiting Process
 - Advertisement is necessary only for those positions that are full-time, 50% or more and last more than eight weeks, or are less than 50% but last at least 16 weeks. The Affirmative Action Officer, however, encourages advertisement of *all* secretarial positions and positions which will be a semester length or longer. Positions excluded from a full search and advertising requirements include:

Short Term Employment

Positions less than eight weeks are not subject to the recruitment and appointment procedures outlined in this plan. In addition, positions of sixteen (16) weeks duration or less are not subject to these procedures if they are below 50% FTE. However, principles of equity, fairness, and openness should be observed in every instance, and discrimination on the basis of race, creed, sex, age, disability, marital status, veteran status, sexual orientation, or other inappropriate criteria is prohibited in every instance. Although there is no requirement for advertising, in the interests of fairness the availability of the positions should be made widely known and as many people as practicable given the opportunity to apply.

Part-time Employment

Positions of less than half time (50% FTE) and less than a semester's length are not subject to the recruitment and appointment procedures outlined in this plan. However, principles of equity, fairness, and openness should be observed in every instance, and discrimination on the basis of race, creed, sex, age, disability, marital status, veteran status, sexual orientation, or other inappropriate criteria is prohibited in every instance. Although there is no requirement for advertising, in the interests of fairness the availability of the positions should be made widely known and as many people as practicable given the opportunity to apply.

Student Employment

Positions filled by students are not subject to the recruitment and appointment procedures outlined in this plan. However, principles of equity, fairness, and openness should be observed in every instance, and discrimination on the basis of race, creed, sex, age, disability, marital status, veteran status, sexual orientation, or other inappropriate criteria is prohibited in every instance. Although there is no requirement for advertising, in the interests of fairness the availability of the positions should be made widely known and as many people as practicable given the opportunity to apply.

- The Principal Investigator may compose the advertisement, which must include the statement, "The Research Foundation is an AA/EEO/ADA employer." The Affirmative Action Officer reviews the advertisement before it is finalized and published.
- 4) The Search Process
 - The affirmative action officer, based on criteria outlined in the RF Affirmative Action Program, will determine whether advertising is necessary and the type of search to be conducted (national/regional/local).
 - Depending upon the percentage obligation, education, and position classification, the Affirmative Action

- Officer will determine if a search committee will be formed.
- Applications, self identification cards, sample RF letterhead, and acknowledgement and rejection letters will be forwarded to the hiring department. The hiring department will record applicant flow data as listed on the Affirmative Action Final Report.
 - The hiring department is responsible for sending acknowledgement letters and self identification cards to all applicants.
 - When a search committee is constituted the affirmative action officer will meet with the search committee to review search procedures.
 - The Principal Investigator or search committee will create a criteria checklist and evaluate each applicant against the checklist.
 - If conducting phone interviews, a list of interview questions is created.
 - Phone interviews are conducted and applicants are rated against the position qualifications.
 - Applicants' materials are submitted to the affirmative action officer for review. Written authorization to invite the applicants' to campus is provided to the hiring department by email.
 - Applicants are then invited to campus.
 - A list of campus interview questions is created.
 - Campus interviews are conducted and applicants are rated against the position qualifications.
 - Reference checks are conducted prior to submitting the recommendation to the affirmative action officer and hiring manager (if a search committee is formed). If there is no search committee, the hiring manager submits the recommendation to the affirmative action officer.
 - Prior to extending an offer of employment, the affirmative action officer or a Human Resources representative reviews and approves the recommendation. The recommendation summary report lists the applicants' acceptability, unacceptability, reasons why applicants are deemed unacceptable, strengths and weaknesses, and a summary of their reference information, and names and titles of references.
 - Upon approval from the affirmative action officer or a human resources representative, the hiring manager proceeds with offering the most qualified applicant the position.
 - Before entering into salary negotiations with an applicant, the hiring manager is required to advise the affirmative action officer or a Human Resources representative of the contemplated starting salary if it deviates from the stated targeted salary.
 - Rejection letters are sent to applicants not selected for the position.
 - When a college degree is required, qualified applicants must possess a degree(s) from an accredited institution(s). If you have any questions about the accreditation of an institution, go to <http://www.chea.org>
 - After an applicant has accepted an offer of employment Human Resources is notified.

Waiver of Search

It is necessary to request a waiver of search if proposing to conduct a search of narrow scope or to deviate from the outlined search procedures listed above.

Waivers are granted under such special circumstances as illness, death, temporary leaves, or late resignations, i.e., conditions which preclude the possibility of a full search. Late resignations are those which come at a time that prevents the department from advertising, receiving applications and making a decision generally less than six weeks before the start of a term.

Waivers of search for full or part-time positions can be granted only with the joint approval of the affirmative action officer and the Research Foundation operations manager. Each waiver request is submitted in writing to the affirmative action officer. The affirmative action officer consults with the operations manager and they are given 48 hours to contact the hiring manager with any questions, concerns and/or their decision. No official appointment may be offered until it has been reviewed for compliance with Affirmative Action.

The term for a waiver of search is up to one year, depending on the nature of the position and of the search.

There are no appeals available in this process.