

University Administration – Search Guidelines

Search Documentation

- Form I
- Form II (the salary offered to the selected candidate should not be less than the minimum salary indicated on the PAPE)
- Interview questions, criteria used to include or exclude applicants from the interview process, reasons for choosing the selected candidates.
- Applicant Flow Log
 - ✓ List names of applicants who met the minimum qualifications by obtaining a Bachelor's degree (identified by ERHR)
 - ✓ List of names of applicants who have been identified as candidates the department wants to interview.
 - ✓ List of reasons the department did not select an applicant for an interview and a candidate for the position (particularly minorities and females).
- Completed references should be sent to ERHR (minimum of 2 – can be either letters of reference or phone references).

Search Committees

- Should contain at least 3 persons.
- Committee should be diverse (minorities and females). If the department is unable to identify diverse committee members from within the department, then it should look outside the department for individuals who will add diversity and value to the committee. Said individual(s) should be someone who will/may have interaction with the person selected for the position.
- The search committee will be responsible for documenting the process it used to select candidates for interviews including providing reasons why others were not selected.

Advertising/Recruitment Sources

- ERHR must retain a copy of all advertising materials (includes copy of newspaper ad, copy of Employment Center posting, copy of postings on other websites, and length of time posted in each newspaper and on each site).
- Each department must advertise in at least one diversity oriented resource. Positions in job groups that show an underutilization of women and/or minorities will be required to advertise in two or more targeted diversity resources. A list of possible sources will be provided on the UHR/UEO website. Departments are encouraged to also identify other diversity sources including professional organizations and personal professional contacts. Additional sources must be approved by UEO.
- Diversity advertising for job groups that have an underutilization of females and/or minorities should be targeted toward the underutilized group as identified in the UA Affirmative Action Plan.

Search Waivers

- Search waivers may be granted for a current UA employee for the following reasons: in-line promotions (title and salary), reassignment/transfer, title change, reorganization of the unit, spousal hire, FTE changes, and other special circumstances.
- Visiting appointments that were filled through an open and competitive search may be waived into a permanent position with the approval of UEO. If at the time a visiting position is advertised, the department has reason to believe the position will become permanent, it should say so in the job postings.
- State funded visiting appointments that were filled without an open and competitive search (through an approved search waiver) must be renewed yearly for a maximum of 3 years. (Termination of a visiting

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appointment requires at least 2 months notice. Please contact ERHR before terminating a visiting appointment).

- Grant funded visiting appointments that were filled without an open and competitive search (through an approved search waiver) must be renewed yearly for a maximum of 5 years. (Termination of a visiting appointment requires at least 2 months notice. Please contact ERHR before terminating a visiting appointment).
- The department must provide justification for making the position a visiting appointment (grant funded, short-term project, etc.)
- Academic Hourly appointments may not be waived into a permanent academic professional position. (Department must conduct at least an internal search).
- Departments that wish to hire a regular UA Academic Professional employee who received a notice of non-reappointment for reasons unrelated to job performance may do so as long as the employee meets the required job qualifications.
- Promotions
 - ✓ Title must be approved by ERHR.
 - ✓ ERHR must submit a copy of the preferred candidate's resume with the search waiver form.
 - ✓ ERHR must submit a copy of the old and revised organization chart.
 - ✓ Employee must clearly meet the qualifications for the position.
 - ✓ Department must provide an explanation of why the candidate was selected over similarly situated employees (those with the same/similar title and equal or similar qualifications - particularly minorities/females). Requires that the department identify and consider others who also qualify for the position.
 - ✓ Must consider whether there is a goal for the Job Group in which the employee is being promoted. If a goal exists, department must provide an explanation of why similarly situated female/minority candidates were not selected.
 - ✓ Must indicate whether the position that is being vacated will be filled.

Internal Searches

- Effective August 16, 2009 through August 15, 2010, units may perform an internal search at the discretion of the department head.
- Internal searches may be conducted for positions that are deemed to require knowledge of University of Illinois operations.
- The guidelines regarding the composition and responsibilities of the search committee are the same as outlined above.
- A current employee who was hired into a visiting position on or after 08/16/09 without an open and competitive search may be hired through an internal search as long as the employee has been employed a minimum of 18 months. Visiting employees hired before 08/16/09 may be hired into a non-Visiting Academic Professional position through an internal search after completing one-year of employment.
- Advertising for internal searches are limited to campus job boards and other internal websites or communication tools.
- Current academic professionals and status civil service employees may be hired through an internal search (all other employee groups are not eligible).
- These guidelines may be modified or discontinued as deemed appropriate.