



SEARCH PROCEDURES

INTRODUCTION

Montclair State University is an equal opportunity/affirmative action employer and will assure that all recruitment activities and other personnel actions adhere to the principles of non-discrimination, fairness and equity so that applicants are considered without regard to race, ethnicity, national origin, gender, disability, sexual orientation or other non-job related criteria. As vacancies become available for administrative and professional positions, the following procedures shall be observed by appointing administrators.

INTERNAL SEARCHES

Montclair State University is committed to providing its employees with opportunities for internal advancement. Therefore, an appointing administrator may recommend utilization of an internal search process to fill professional staff and administrative positions below the Dean's level before an external search is conducted (e.g. where there is a cluster of potential candidates within an administrative unit or the University). *External searches must be used to fill tenure-track faculty positions.* Upon the recommendation of the Vice President and approval of the President, the University may engage solely in an internal search to fill an administrative or professional staff position vacancy. The decision to hold an internal search will be evaluated on a case by case basis in accordance with the following criteria and procedures:

1. Prior to recommending an internal search, the appointing administrator shall confer with the Equal Opportunity/Affirmative Action Officer regarding the diversity of the candidate pool. Internal searches will normally not be approved in the absence of a diverse candidate pool.
2. Internal candidates eligible to apply for positions shall include full-time, parttime, and blanket employees.
3. If internal recruitment efforts result in less than three candidates, the position shall be advertised externally unless there are extraordinary and compelling reasons to do otherwise. In such cases, a decision shall be made by the appropriate Vice President and the EO/AA Officer shall be notified.
4. If no internal candidates are recommended or if the appointing administrator wants to consider additional applicants, the position shall be advertised externally.

EXTERNAL SEARCHES

External advertising for positions shall be in accordance with affirmative action recruitment guidelines for faculty and professional staff positions and the current AFT contract. The contract includes a provision in Article XVI-E for interviewing internal candidates for professional staff positions which states that all qualified internal full-time applicants must receive an interview for the position.

EMERGENCY APPOINTMENTS

In order to provide a continuum of service, there may be occasions when emergency appointments must be made (e.g. sudden resignation or death of employee; protection of life, safety, or University property). In such cases, a written request for an emergency appointment must be submitted to the President by the Vice President. Upon approval, the EO/AA Officer shall be notified. Emergency appointments are considered temporary and, unless otherwise stipulated, ordinarily shall not exceed a one-year period, after which time a search shall be conducted in accordance with the above-stated procedures.

DIRECT APPOINTMENTS

For re-organizational purposes, the President may make direct appointments and waive affirmative action recruitment procedures. In such cases, the EO/AA Officer shall be notified in advance and a memorandum announcing the reorganization shall be circulated by the Vice President to all employees in the division. Such direct appointment shall be made after it has been determined that the appointment will not adversely affect the principles and interests of equal opportunity and affirmative action.

In all cases, the President and Vice Presidents shall be held accountable for upholding the spirit and standards of equal opportunity and affirmative action.

Approved by the President's Executive Council

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October 8, 1997

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