Montclair State University is committed to the principle of equal employment opportunity. In furtherance of this commitment, the University has implemented policies and procedures to ensure that its recruitment and selection decisions are based on individual merit and are consistent with the University’s Statement on Equal Opportunity/Affirmative Action, Diversity and Sexual Harassment.

Montclair State University is also committed to recruiting a workforce that reflects the diversity and talents of New Jersey, the larger metropolitan area, and the nation. The University therefore seeks to recognize and draw upon the talents of a diverse range of outstanding faculty and staff, and to foster the free exploration and expression of differing ideas, beliefs, and perspectives through scholarly inquiry and civil discourse.

As a recipient of federal government grants and contracts, Montclair State University is subject to Executive Order 11246. This Executive Order, together with its implementing regulations and the EEOC’s Uniform Guidelines on Employee Selection Procedures, requires the University confidentially to maintain data on race, national origin, ethnicity and gender of each applicant, and to ensure that any statistically significant differences in the selection rates of protected group members are identified.

In accordance with its affirmative action obligations, the University has developed these policies and procedures for the recruitment and appointment processes. While these policies and procedures have been established to comply with federal law, they also reflect the University’s commitment to equal opportunity and nondiscrimination and the University’s recognition that its educational mission is enhanced by policies promoting diversity, fairness and respect for all individuals.

I. POSITION AUTHORIZATION

A. For Managerial and Professional Staff Positions:

1. The hiring manager submits the following documents to the Division of Human Resources: (a) Position Action Approval Form (PAAF); (b) Position Announcement; (c) Job Description; (d) Recruitment Plan; (e) a statement of budgetary authorization; and (f) a copy of the current organizational chart. The recruitment plan identifies advertising venues,
search committee members and a projected timeline. Please refer to Human Resources’ website for a detailed listing of suggested advertising venues.

2. The Division of Human Resources will confirm the following with the Budget Office: (a) authorization and (b) funding resources for the position.

3. Human Resources provides a classification and compensation recommendation to the hiring manager, and forwards the final determination to the Budget Office.

B. For Faculty Positions:

1. Academic departments must receive an authorization to recruit from the College/School Dean and the Vice President for Academic Affairs. Faculty positions only require submission of a Position Announcement.

C. Additional Considerations: Job Description and Position Announcement

1. Please refer to Human Resources’ website for guidance on creating a job description.

2. Keep in mind that a finalist will be expected to satisfy all minimum required qualifications delineated in the job description.

3. Prepare a written job description that includes the following:
   i. Specific job duties and responsibilities
   ii. Required and any preferred academic credentials—specify what minimum degree is required; e.g. bachelors, masters, or doctoral
   iii. Required and any preferred job experience, if applicable; specify the required minimum number of years of experience
   iv. Required and any preferred qualifications

4. The position must be posted at least 14 days in order to provide for wide internal and external publicity of the vacancy.

5. In certain extenuating circumstances, a department/unit may appoint someone on an interim or acting basis pending a search. Please see Emergency/Direct Appointments below.

II. RECRUITMENT

A. Recruitment Plan and Advertising

1. After receipt of the necessary approvals for the Position Action Approval Form (PAAF); (b) Position Announcement; (c) Job Description; and (d) Recruitment Plan, Human Resources will assign a vacancy number (V#).

2. When selecting advertising venues for the Recruitment Plan, think creatively and strategically – the goal is to cast a wide net to yield a diverse and qualified applicant pool. (Ex. professional journals and associations; college/university placement offices and academic departments; affinity-oriented professional associations; and industry-specific list serves and publications).
3. HR will automatically post all positions on the Higher Education Recruitment Consortium’s (HERC) webpage and HigherEdJobs.com.

4. **For Managerial and Professional positions:** HR will arrange to advertise in venues identified within the recruitment plan.

5. **For Faculty positions:** Additional advertising beyond HERC is arranged by the Provost’s Office. However, the same expectations apply – broad and strategic advertising within publications that aid with attracting a qualified and diverse applicant pool.

6. All advertisements and position vacancy notices must include the following notice: MONCLAIR STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION.

B. **Voluntary Self-Identification**

1. **For Faculty Positions:**
   
i. After receipt of a job application, departments must contact each candidate to confirm receipt of his/her application –when doing so, encourage the applicant to complete the University’s Voluntary Self-Identification Form (VSIF).
   
   ii. Human Resources collects and confidentially maintains all VSIF data to aid with various reporting requirements. This information will not be shared with departments, and will not be used when assessing a candidate’s application.

   iii. All VSIF responses are voluntary.

2. **For Managerial and Professional Staff Positions:**
   
i. Applicants shall apply for open positions via the University’s online job portal, which will prompt all applicants to input self-identification information directly into the online application.

   ii. Human Resources collects and confidentially maintains all self-identification data to aid with various reporting requirements. The hiring unit does not receive self-identification reports.

C. **Search Committees**

1. **Refer to MSU’s Policy on Search Committees for detailed guidance.**

2. The hiring manager invites Human Resources to the search committee’s initial meeting via email invitation to recruiter@mail.montclair.edu.

3. Human Resources will forward applicant resumes to the search committee chair. The search committee shall review all applicants and determine a process for selecting candidates for interviews and conducting those interviews.

D. **Affirmative Action Report**
1. Prior to recommending a finalist for hire, the hiring manager will ensure that the search committee chair completes an online Affirmative Action Report explaining why each non-selected candidate was not hired for the position. The online Affirmative Action Report contains a listing of acceptable reasons for not hiring a candidate.

2. Note: A minimum of three candidates must be interviewed in person for each vacancy. Exceptions must be approved by Human Resources.

3. Human Resources will review the Affirmative Action Report and the recruitment process to ensure compliance with the University’s EEO/AA guidelines.

III. SELECTION

1. After consulting with the hiring manager, Human Resources will initiate and finalize salary discussions and a potential start date with the finalist.

2. Hiring divisions/units are not authorized to extend a salary offer, or an offer or conditional offer of employment, to any candidate. However, hiring divisions/units may advise a candidate that he/she is being recommended for appointment. Hiring divisions/units may discuss a start date with a candidate after consulting with Human Resources.

3. Human Resources will notify the hiring manager when salary discussions are finalized.

4. The hiring manager will contact the finalist to obtain: (1) three references, one of which is the finalist’s current supervisor; (2) background check authorization; and (3) an official copy of the finalist’s transcript.

IV. APPOINTMENT

A. Authorization to Recommend Appointment

1. After Human Resources has received the finalist’s references, background check clearance, and the finalist’s transcript, the hiring manager completes a Recommendation for Appointment Form and submits it to HR for processing.

2. Human Resources prepares all necessary paperwork for the President’s review and signature.

Human Resources sends the finalist an appointment letter signed by the President.

V. EMERGENCY OR DIRECT APPOINTMENTS

A. Emergency Appointments

In limited circumstances, there may be occasions when emergency appointments must be made. In such cases, the division Vice President must submit a written request for an emergency appointment to the University’s EEO/AA Officer, located within Human
Resources. After the request is reviewed, a recommendation will be submitted to the Vice President for Human Resources for final determination. Emergency appointments are considered temporary and, unless otherwise stipulated, ordinarily shall not exceed a one-year period, after which time a formal appointment shall be made in accordance with the above-referenced procedures.

B. Direct Appointments

The President may also approve direct appointments or promotions into a position which waive standard recruitment procedures. In such cases, the division Vice President must submit a written request for a direct appointment to the University’s EEO/AA Officer. After the request is reviewed, a recommendation will be submitted to the Vice President for Human Resources for final determination. When considering the request, the Vice President for Human Resources and the EEO/AA Officer will ensure compliance with applicable equal opportunity and affirmative action laws and regulations.

NOTE: When submitting a request for either an emergency or direct appointment, the initiating department must submit the following information to Human Resources: (1) detailed explanation of the rationale for bypassing the standard search process (including reasons for why conducting a standard search is either impractical under the circumstances or otherwise in the best interest of the University); (2) candidate’s resume; and (3) the vacant position’s job description. The requesting division must also invite the candidate to complete a Voluntary Self-Identification Form, the results of which will automatically route to Human Resources. Candidates who are appointed via emergency or direct appointment must meet the vacant position’s qualifications.