

# **Policies Related to Faculty Recruitment and Hiring**

<http://www.ndsu.edu/policy/>

## **103: Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings**

Most open positions require an announcement and search process.

- Appointments of faculty, executive or administrative personnel to interim or  $\leq .5$  FTE positions that include a change in title or compensation require an internal search.

### **103.1: Recruitment for Executive/ Administrative/ Managerial, Academic Staff and Other Non-Banded Positions**

All recruitment information should include one of the following statements:

- North Dakota State University is an Equal Opportunity/Affirmative Action Employer; or
- NDSU is an EO/AA Employer.

## **104: Recruitment Period for Position Announcements**

- All non-broadbanded positions will be posted for a *minimum* of twenty (20) working days.

## **107: Employment Qualifications**

- Requirements to be considered an applicant.

## **110: Employment of Relatives**

- An employee may not serve in a supervisory capacity over a member of the employee's immediate family.

## **112: Pre-Employment and Current Employee Criminal Record Disclosure**

- A criminal history records check, which may be a North Dakota BCI check, a FBI nationwide check or check of another state or multiple jurisdictions, is required before beginning employment in all new benefited hires.

## **304: Academic Staff and Executive/Administrative Positions –Procedures for filling**

- Step by Step process for filling Academic Staff and Executive/Administrative positions.

## **339: Policy on Communication Proficiency**

- Every faculty recruiting committee will include faculty from the unit and at least one student. The minimum qualifications for the position will include "effective oral and written communication skills."