

RULES OF
DEPARTMENT OF EDUCATION
DIVISION OF UNIVERSITIES
UNIVERSITY OF FLORIDA

6C1-1.0062 University of Florida; Affirmative Action Search and Screen Procedures for Instructional and Research Faculty and Administrative and Professional Staff Members; and Affirmative Action Files.

Search and screen procedures for Instructional and Research (I&R) faculty and Administrative and Professional (A&P) staff positions serve to ensure the University's commitment and responsibility for providing equal employment opportunity through programs of affirmative action in the recruitment and hiring of women, blacks, and other minorities. These procedures shall not apply to University Support Personnel System (USPS) positions; however, the University shall comply with Board of Regents Rule 6C-5.900, F.A.C., and the University's Affirmative Action Plan, October 1998, relating to USPS employment. Responsibility for this compliance is delegated to the University Personnel Services. University Personnel Services is responsible for the recruitment for all A&P positions except the positions of Vice Presidents.

(1) Objectives of Search and Screen Procedures.

(a) To ensure that searches for applicants for I&R faculty and A&P staff positions utilize more than the traditional sources to produce qualified recruits from members of protected classes identified as blacks, Hispanics, American Indians, Orientals, women, veterans and/or persons protected from factors involving age and/or disability.

(b) To ensure fair and equitable treatment of all candidates and to provide the basis for legal defense against accusations of constitutionally impermissible activities; and

(c) To ensure adequate documentation of employment practices in accordance with plans, policies, and rules hereof.

(2) Vacancy Announcement, Advertising, and Posting Requirements.

(a) General Requirements -- Vacancies to be filled, on a permanent basis, must be announced in the University of Florida (UF) Position Vacancy Announcement Listing for at least fourteen calendar days unless the vacancy qualifies for exemption under the provisions of paragraphs (2)(b), (c) or (d) below. The UF Position Vacancy Announcements are published and accessible through the UF Home Page. In addition, other advertising, posting and announcement techniques shall be employed as provided herein.

1. UF Position Vacancy Announcement Procedures.

a. UF Position Vacancy Announcements shall be received in the Office of the Vice Provost for Minority Affairs for I&R faculty vacancies, and in the Central Employment Center of University Personnel Services for A&P staff vacancies. These vacancies shall be posted.

Vacancy Announcement forms for faculty positions and position requisition forms for A&P vacancies may be obtained from the College's or Division's Equal Opportunity Officer (EOO). Position requisition forms for A&P vacancies are also available from the Central Employment Center (CEC), or satellite offices of University Personnel Services.

b. The application/recruiting deadline must be posted a **minimum** of fourteen (14) calendar days. If a position is not filled within one month after the advertised "anticipated starting date", the "anticipated starting date" must be updated in the Office of the Vice Provost. All

external advertisement deadlines and the UF Position Vacancy Announcement deadlines should be the same date.

c. Vacancies published for the minimum period will be automatically removed from the UF Position Vacancy Announcement Listing a day after the application deadline date, unless an extension of the deadline is requested by the party listing the vacancy. If a vacancy is readvertised, it must be listed for at least seven calendar days.

d. If a department or unit needs to fill the announced position vacancy at a rank, salary, or qualification different from the one(s) announced, the position vacancy must be readvertised for at least seven calendar days with the updated information.

2. Other Advertising -- To ensure that women, blacks and other minorities are duly notified of positions to be filled, hiring departments are encouraged to advertise in publications designed to provide such notice to women and minorities.

3. Publication Responsibilities.

a. For faculty positions, the hiring administrator shall be responsible for the publication and review of all vacancy announcements for the position and shall provide the search committee and the College/Division EOO with copies of all announcements.

b. For A&P staff positions, except those subject to the exception in 6C1-1.0061(3)(c)1., F.A.C., the review and placement of all announcements is the responsibility of University Personnel Services. The hiring administrator shall advise the Division of any special qualifications or selection criteria to be used in addition to the SUS minimum requirements, and any other necessary announcement information. University Personnel Services shall provide the search committee, where utilized, with copies of all announcements.

4. Content -- Vacancy announcements shall, where possible, be as specific as possible about the expected duties and responsibilities and this information shall become part of the screening criteria. A&P staff and faculty vacancy announcements must show either a specific salary, the salary range, the minimum salary or an indication that the salary is negotiable.

(b) Internal Vacancies -- If a department or unit must fill a faculty position from within the University, the vacancy shall qualify for exemption from (2)(a) above, provided:

1. Applicants are required to be current employees of the University.
2. The vacancy is advertised as broadly as possible within the University as is appropriate to the position. Such advertisements may include posting on appropriate campus bulletin boards, announcements in the University Digest, announcements in the academic unit, distribution to the Deans, Directors and Department Chairpersons, or posting in the Central Employment Center and the satellite offices of the Division of University Personnel Services.
3. The position is ~~so~~ advertised for at least seven calendar days.
4. The department or unit must comply with all other requirements of this Rule.

(c) Other Exempt Vacancies -- The following positions may be exempt from the provisions of this Rule; however, hiring departments and units should give full exposure to all possible applicants. See Rule 6C1-7.003, F.A.C., for additional information on appointment status modifiers.

1. Positions designated half-time or less.
2. Positions to be filled by an "adjunct" appointment which may not be filled for more than one semester or its equivalent throughout the academic year, or for more than six months for calendar year appointments, unless approved in advance by the President or President's designee

on an individual basis due to special circumstances. The letter of offer of appointment shall state the conditions of the appointment.

3. Positions to be filled by a person holding a "visiting" appointment which may not be filled for more than one semester, or its equivalent throughout the academic year, or for more than six months for calendar year appointments, unless approved in advance by the President or President's designee on an individual basis due to special circumstances. The letter of offer of appointment shall state the conditions of the appointment.

4. Positions to be filled on an "acting" basis.

5. Positions classified as Post-Doctoral Fellows, Post-Doctoral Associates, Residents and Trainees.

(d) Non-Vacant Positions -- The following do not represent bona fide vacancies and may be exempt from the provisions of this Rule.

1. Promotions of faculty or A&P within the same department or college where, in actuality, no vacancy exists.

2. Reclassification or addition or deletion of a filled Administrative and Professional position.

3. Faculty member whose responsibility is Principal Investigator of a contract or grant.

4. Change of funding from a "soft" money source to a line or from one "soft" money source to another because of the termination and re-establishment of a grant or contract without change in duties or responsibilities, and if the incumbent was hired pursuant to the Vacancy Announcement procedures in (2)(a) above.

(3) Treatment of Applications or Nominations.

(a) In the case of a nomination of a candidate for a vacancy that has been received by the posting deadline, the nominee must confirm his/her candidacy for the position. by the application deadline in order to be considered for the position.

(b) No position may be filled or a commitment for employment made until after the application deadline date.

(4) Screening Criteria.

(a) For faculty, the hiring administrator, working through the Search Committee Chairperson, shall provide the Search Committee with the screening criteria reflecting the qualifications required for the position prior to examining applications. The hiring administrator may develop and provide the Search Committee with appropriate evaluation checklists or reporting forms.

(b) For A&P staff, the hiring administrator should provide the screening criteria to the Division of University Personnel Services and also to the Search Committee through the Search Committee Chairperson when a search committee is being used. University Personnel Services should screen and forward only those applications that appear to meet SUS A&P Classification System requirements. The Search Committee should evaluate the characteristics deemed critical to the performance of the work of the position to be filled, and may complete the checklist or reporting forms, if any, for screening purposes.

(5) Search Committee Responsibilities.

(a) The Search Committee shall be an advisory body to the hiring administrator.

(b) Upon composition by the hiring administrator, the Committee shall review, with the College/Division EOO, all requirements of the job description and the Announcements.

(c) The Committee shall conduct an active recruitment program, searching for and encouraging candidates to submit applications.

(d) The Committee shall review and screen information received from all applicants, subject to referral by University Personnel Services for A&P positions and shall forward an Application Data Card, Form AAO/ADC/01, Rev. 10/99, to the applicants, which is incorporated by reference and can be obtained from the Office of the Vice Provost. See paragraph (6)(b) below.

(e) The Committee shall submit to the hiring administrator a report recommending applicants for interview, assist the hiring administrator in gathering any additional information on the applicants selected for interview, and assist as may be necessary for arranging the interviews.

(f) Members of the Committee may be requested to participate in the interviewing process and resubmit evaluations of the candidates to the hiring administrator. See paragraph (7) below.

(g) The Committee shall notify the applicants who are not chosen for interview of their status. University Personnel Services shall normally assume this responsibility for the A&P search committee.

(h) The Committee shall initiate the Affirmative Action documentation as described in Section (9) of this Rule and submit it to the hiring administrator.

(6) Responsibilities of the Hiring Administrator.

(a) The hiring administrator shall institute the search and screen process by submitting the A&P Position Requisition or vacancy announcement, including the advertisement and posting requirements of the vacancy as described in (2)(a) above.

(b) The hiring administrator shall select, by appointment or election, a qualified Search Committee and a Chairperson of that Search Committee. Search committees are required for all faculty and A&P positions except for those positions listed in (2)(c) and (2)(d) above. Additionally, a Search Committee is optional for Business Manager, Consultant, Coordinator, Executive Assistant, Physician Assistant, and Specialist positions established at salary grades 01, 02, and 03 in the A&P pay plan.

1. The search committees shall include women and minorities whenever possible. In units where there is under-representation of these groups, such representatives may be chosen from outside the unit. The administrator responsible for the hiring process shall not be a member of the committee.

2. The members of the Search Committee should have knowledge of the position's responsibilities and possess the professional experience and background necessary to be objective in the assessment of the prospective candidates' qualifications.

(c) The hiring administrator shall ensure that the selection criteria are established for the announced position in accordance with the SUS A&P Classification System. See Rules 6C-5.910, 6C1-7.002, and 6C1-7.003, F.A.C.

(d) The hiring administrator shall provide the Search Committee with all necessary information and materials, including copies of the Vacancy Announcement and State University System Professional Classification System selection criteria for faculty positions. The Division of University Personnel Services shall provide the Search Committee with this information for A&P staff positions, except those subject to the exception in 6C1-1.0061(3)(c)1., F.A.C.

(e) The hiring administrator will ensure that the Search and Screen procedures are completed in compliance with the guidelines described in this Rule.

(f) The hiring administrator, upon receipt of the Search Committee's report recommending applicants to be considered for interview, shall initiate the interviewing process, by selecting the applicants for interview, and working with the Search Committee in gathering any additional information on the applicants, or making necessary arrangements for the interviews. In the case of A&P staff vacancies, upon request, University Personnel Services will verify that the candidates selected for the interview meet the minimum qualifications for the position. At this time, the hiring administrator, on his/her initiative, may add the names of any additional applicant(s) whose application the Search Committee has reviewed to the listing of final candidates for interview. Prior to an offer being extended, Central Employment will verify minimum education and experience requirements of the finalist necessary to qualify for the class title.

(g) The hiring administrator, after considering the evaluations of the candidates interviewed, shall make a determination of which candidate is to be offered the position.

(h) If the procedures in this Rule have been completed in accordance with the Affirmative Action Plan Search and Screen Guidelines and the UF Vacancy Announcement Procedures, and the appointment has been approved by the appropriate administrative office(s), the administrator responsible for hiring shall send a letter offering the appointment to the candidate selected.

(i) The letter of offer of appointment shall include the following elements:

1. Class Title and Class Code.

2. Employment unit.
3. Salary.
4. Employment period.
5. Special conditions of employment.
6. The percent of full-time equivalency.
7. General statement as to duties and responsibilities of the employee as defined by a position description.

For members of the general faculty bargaining unit, the letter of offer must comply also with the collective bargaining agreement. No appointment for members of the A&P staff shall be for a term exceeding one year.

(j) When the position has been filled, the hiring administrator shall as soon as practical complete Part B of the Position Vacancy Announcement and an Affirmative Action Compliance Report. This action confirms that all affirmative action procedures have been completed in accordance with the requirements of this Rule. The report shall then be forwarded as soon as possible after the processing of the relevant parts of this Rule to the Vice Provost for Minority Affairs with copies of the advertisements and copies of the vitae of applicants interviewed. For A&P staff appointments, the report shall be forwarded as soon as possible after the processing of the relevant parts of this Rule to the Vice Provost for Minority Affairs.

(k) The hiring administrator shall send the Compliance Report, with the appointment papers, through appropriate administrative channels for final approval of appointment. The University President, or his/her designee, shall be responsible for final approval. For faculty appointments, this responsibility is delegated to the Office of Academic Affairs as provided in

Rule 6Cl-7.004, F.A.C. For A&P staff, except those positions subject to the exception in 6Cl-1.006l(3)(c)l., F.A.C., this responsibility is delegated to University Personnel Services.

(l) The hiring administrator and/or the search committee will notify the applicants interviewed, but not hired for faculty positions. University Personnel Services shall normally assume this responsibility for the applicants for A&P positions, except those subject to the exception in 6Cl-1.006l(3)(c)l., F.A.C.

(7) Interviewing Procedures.

(a) Interviewing groups, who may be requested to participate, in addition to members of the Search Committee, shall include, where possible, women and minority representatives.

(b) Personal interviews shall be conducted to provide objective evaluation of recommended candidates. A checklist or reporting form reflecting selection criteria and the interviewers' evaluation of the candidates may be utilized for the interviews.

(8) Appointment Process -- The issuance of a letter offering an appointment in accordance with paragraph (6)(h) and (i), completes the Search and Screen process and initiates formal filling of the vacancy.

(9) Affirmative Action Files.

(a) The Office of the Vice Provost shall keep a file on the number of minority group members and females who have been employed by the University.

(b) An Affirmative Action File shall be maintained for each college, department, and unit by the hiring administrator for faculty and for A&P staff positions for two years. This File shall contain the following documentation:

l. Applications received and considered by the search committee or hiring authority.

2. Lists of applicants chosen for interview.
3. Lists of applicants recommended to the hiring administrator.
4. A general copy of the notification or communications provided applicants not chosen for interview nor hired for a position.
5. Copies of the Affirmative Action Compliance Report with appropriate documentation, including copies of all advertisements and all resumes of applicants interviewed.

Specific Authority 240.227(1) FS.

Law Implemented 110.112, 240.227(5), (19) FS.

History--New 2-23-82, Amended 3-6-85, 10-14-85, Formerly 6C1-1.062, Amended 3-2-87, 5-18-92, 4-30-95, 7-1-96, 1-12-2000, 6-21-2000.