

**BEMIDJI STATE UNIVERSITY  
POLICY ON FILLING UNCLASSIFIED POSITIONS**

Bemidji State University affirms its commitment to provide equal employment opportunities in accordance with law without regard to race, religion, color, national origin, sex, age, marital status, disability, creed, status due to receipt of public assistance, or inclusion in any other group or class against which discrimination is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Chapter 363 of Minnesota Statutes and other applicable State or Federal laws.

Consistent with this Policy, the principle of equal opportunity shall govern all activities at Bemidji State University, including hiring, promotion, admission, and participation in all other facets of university life.

Further, the University commits itself to an advertising procedure that shall include special efforts to reach qualified underrepresented group candidates.

**UNCLASSIFIED VACANCY FILLING PROCEDURE**

The following procedures identify normal minimal requirements for advertising all unclassified vacancies.

**I) PROCEDURE**

**A) Tenure Track Positions:**

- 1) All Tenure Track IFO positions and positions greater than MSUAASF Range C or Managerial Range 7 shall be advertised nationally. The application deadline shall be a minimum of four weeks from the date of the first published advertisement of the vacancy. The supervisor shall prepare an advertising plan for submission to and approval by the respective dean or vice president and the University Affirmative Action Officer. The plan shall include placement in appropriate publications/entities from the following list:

- \*MnSCU Homepage
- \*Chronicle of Higher Education
- \*228 Terminal Degree Granting Colleges and Universities
- Regional Job Services Network
- The Pioneer (Bemidji) (Group/Summary Advertising)
- \*One publication with a significant distribution rate to underrepresented groups (Higher Education Jobs.com Affirmative Action )
- \*A primary publication(s) recognized by the profession
- \*Native American Press (NAP)
- \*Higher Education Jobs.com (online publication)

(\*Required)

- 2) All MSUAASF probationary positions up to and including Range C, and Managerial Range 7 shall be advertised regionally. The application deadline shall be a minimum of four weeks from the date of the first published advertisement of the vacancy. The supervisor shall prepare an advertising plan for submission to and approval by the respective vice president and the University Affirmative Action Officer. The plan shall include placement in appropriate publications/entities from the following list:

- \*MnSCU Homepage
- Star Tribune, newspaper of the Twin Cities
- \*51 Regional Colleges & Universities (Minnesota, Wisconsin, Iowa, North Dakota, South Dakota)
- Regional Job Services Network
- \*The Pioneer (Bemidji) (Group/Summary Advertising)
- \*One publication with a significant distribution rate to underrepresented groups (Higher Education.com Affirmative Action)
- A primary publication(s) recognized by the profession
- \*Native American Press (NAP)
- \*Bemidji State University Homepage
- \*Higher Education Jobs.com (online publication)

(\*Required)

**B) Fixed/Term Temporary Positions**

All Fixed Term and Temporary positions shall be advertised locally. The application deadline shall be a minimum of two weeks from the date of the first published advertisement of the vacancy. The supervisor shall prepare an advertising plan for submission to and approval by the respective dean or vice president and the University Affirmative Action Officer. The plan shall include placement in appropriate publication(s)/entities from the following list:

- \*MnSCU Homepage
- \*The Pioneer (Bemidji) (Sun., Mon., Tues., Editions)
- \*Native American Press (NAP)
- \*Bemidji State University Homepage
- \*Higher Education Jobs.com (online publication)

(\*Required)

**C) Emergency/Short Term Vacancies**

Vacancies created by the unexpected separation of an employee or caused by factors beyond the control of the University shall be advertised locally. Positions can be filled up to the remainder of the academic year. The permanent filling of that position should be advertised within an appropriate timeline. The application deadline shall be a minimum of seven calendar days from the date of the first published advertisement of the vacancy. Means of advertising shall be:

- \*throughout MNSCU
- \*The Pioneer (Bemidji) (any two consecutive days)

(\*Required)

## II) OTHER GUIDELINES:

- A) Any position may be filled at a lower appointment status than at which advertised, but may not be filled at a higher status.
- B) Positions advertised at a given appointment status and filled at a lower status may be continued at the original status without readvertising. (Subject to the respective bargaining unit agreement language limitations.)
- C) Positions filled at the appointment status at which advertised must be readvertised to fill at a higher status.
- D) Candidates selected through a selection process including advertising of the vacancy may negotiate salary; persons offered continuing appointments are bound by the terms of their respective bargaining unit agreements.
- E) The University President may, after conferring with the Equal Employment Opportunity Officer and the Affirmative Action Officer, set aside these provisions for the following reasons:
  - 1) When adequate timelines beyond the control of the University make it inappropriate to utilize the normal advertising procedures.
  - 2) Set aside or appropriately alter these procedures when:
    - s/he is making a promotion consistent with the University's commitment to Affirmative Action principles
    - s/he is making a (lateral) transfer when it appears to the President that the interests of the University will better be served by placing a current employee into an existing or developing position of similar ranking in the same bargaining unit for which such employee has demonstrated skills or qualifications. Ensuing vacancies created by a lateral transfer shall be advertised in the manner indicated by the advertising procedure.
- F) The Deans or Administrative Heads are directed to develop advertising plans which include advertising in publications designed to reach underrepresented groups.
- G) The Deans or Administrative Heads are directed to develop advertising plans which also include advertising in publications specific to the discipline of the vacancy being advertised.

### III) CONTRACTUAL CONSIDERATIONS

#### A) IFO/SUB Agreement

##### 1) Article 21 (Appointment of Faculty)

###### **Section A.**

“Notice of any vacancies in the Minnesota State Universities shall be made known to the faculty by means of posting on bulletin boards designated for such purposes, shall be included in the university/President’s newsletter and shall be sent to the IFO simultaneously with any other publication of the vacancies. Notification to faculty who are not successful applicants shall be sent prior to the announcement of the name of the successful applicant.

When new faculty positions are created or faculty vacancies exist, such positions shall be advertised in accordance with the above paragraph. Prior to making an appointment, the President/designee shall involve the department in evaluating academic credentials of the candidates and in making recommendations to the President/designees concerning the candidates for the vacancies. When a faculty vacancy exists because of resignation, retirement, death, or transfer, the President/designee shall consult with the affected department or program.”

#### B) MSUAASF/SUB Agreement

##### 1) Article 20 (Notice of Vacancies & Transfer),

###### **Section A. (Notice of Vacancy)**

"Notice of any vacancy in the bargaining unit, that is being searched by means other than an internal search, shall be electronically mailed by the originating campus’ human resources officer/designee to all ASF Campu8s Association Presidents, the Association President, and to the human resources office of other State Universities. Additionally, the MnSCU Employment opportunities bulletin is available at [www.mnscu.edu](http://www.mnscu.edu)."

###### **Section B. (Internal Search)**

“The Employer at each campus shall determine and publish a uniform process for conducting internal searches. The Employer may decide to fill a position form candidates who are current ASF members or ASF members on layoff status with recall rights at the university prior to an external notice of the vacancy. The Employer shall announce the vacancy to all such ASF members. If the position is not filled through an internal search, the Employer may conduct an external search. Nothing in this section shall preclude an ASF member from applying in an external search. The appointment decision under this section shall not be grievable or arbitrable.”

###### **Section C. (Filling of Vacancies after Notice of Layoff)**

“An ASF Member who has received notice of layoff or is on layoff status with recall rights under Article 22 shall receive timely notice of all system vacancies. Any such ASF member who meets the qualifications of any announced vacancy and who supplies all required materials within the stated vacancy timeline shall be given consideration for the position prior to filling the position with external candidates.”

**Section D. (Appointment to Non-ASF Unit Position)**

"The Employer may appoint members of the bargaining unit to positions excluded from the bargaining unit. However, no ASF Member shall be required to accept such appointment. ASF Members shall neither lose nor continue to accrue benefits provided to ASF Members in this bargaining unit because of, or during, the period of any appointment to a position outside of this bargaining unit. An ASF Member appointed under this Article, shall have the right to return to a position in the bargaining unit at the same university, at the same range and pay level as his/her previous position, provided the individual is qualified as determined by the President or designee. If no vacancy exists for which the individual is qualified, layoff provisions will be invoked."

**Section E. (Search Committees)**

At least one Association representative selected by the Campus Association President shall be included on any search committee established by the Employer for the purpose of making recommendations with regard to the filling of a vacancy within the bargaining unit. The number of ASF members on the committee will not be exceeded by the membership from any other bargaining unit.

**IV) DEFINITIONS:**

- National Advertising** - Advertising to occur throughout the U.S. (Circulation area of the Chronicle of Higher Education)
- Regional Advertising** - Advertising to occur within Minnesota, North Dakota, South Dakota, Iowa and Wisconsin (Circulation area of the Minneapolis Sunday Tribune)
- Local Advertising** - Advertising to occur within Beltrami, Clearwater, Hubbard and Cass Counties [Circulation area of The Pioneer (Bemidji)], plus HigherEdJobs.com to fulfill Affirmative Action Commitment.
- Reassignment vs. Vacancy** - additional duties assigned to a position will be determined to be a "reassignment" rather than a vacancy if the duties assigned comprise less than 50% of the total responsibilities of the position and if another vacancy is not created by the assignment of those duties.

Rev. 3/23/03

**SUMMARY AND CHECKLIST  
FOR  
FILLING UNCLASSIFIED VACANCIES**

**A. Initial Steps**

- \_\_\_\_\_ 1. Before preparing a vacancy packet, the Dean or Administrative Head shall receive written approval from the appropriate Vice President to begin the search.
- \_\_\_\_\_ 2. Design or revise the position description as needed, including any specific expectations for future education or work assignments.
- \_\_\_\_\_ 3. Determine Bargaining Unit assignment in consultation with the Dean/Administrative Head and/or the Human Resources Office.
- \_\_\_\_\_ 4. Prepare a vacancy notice.
- \_\_\_\_\_ 5. Prepare a listing of criteria to be used in evaluating candidates prior to the interview.
- \_\_\_\_\_ 6. Prepare interview questions. (The areas to be explored and the questions to be developed must relate to the criteria for the position.)
- \_\_\_\_\_ 7. Prepare a rating sheet for evaluating candidate's performance in interviews.

STEPS 5, 6, AND 7 MAY BE COMPLETED WHILE THE POSITION IS BEING ADVERTISED BUT <b><u>MUST BE COMPLETED</u></b> PRIOR TO THE FORMAL REVIEW OF APPLICANT'S FILES BY THE SEARCH COMMITTEE.
--

- \_\_\_\_\_ 8. Prepare advertising plan. The Human Resources Office will assist you in this task.
- \_\_\_\_\_ 9. Submit vacancy packet to the Dean or Administrative Head to initiate the approval process. The vacancy packet must include:
  - a. detailed position description
  - b. vacancy notice
  - c. advertising plan
  - d. bargaining unit

**B. Steps Taken After Approval of Affirmative Action Officer**

- \_\_\_\_\_ 10. Identify and contact members of search committee. See hiring guidelines for specific University requirements for membership of search committees and also the requirements for bargaining unit representation. Normally, the departmental unit/administrative head will select committee members and may request assistance from the Affirmative Action Officer in identifying protected group persons to serve on the committee. The search committee must prepare a listing of criteria to be used in evaluating candidates prior to the interview and the interview questions if they have not already been prepared. These materials must be submitted to the Affirmative Action Officer for approval.
- \_\_\_\_\_ 11. Accept no applications after the application deadline. In some cases, positions may be advertised as "Open until filled". (If initial contact was made prior to deadline, support materials may be accepted.)
- \_\_\_\_\_ 12. Contact applicants to acknowledge candidacy; include position description and other pertinent job-related information, including the Affirmative Action Form.

- \_\_\_\_\_ 13. Adhere to the initial qualifications required in the vacancy notice. (If those requirements are reduced, the position must be readvertised.)
- \_\_\_\_\_ 14. After the initial screening is complete, submit all application materials along with the committee's recommendations for the list of finalists to the Affirmative Action Officer for pre-interview review. The screening committee shall provide an explanation and rationale for its recommendation with a rating sheet for all applicants. Normally five working days will be needed for this review. As a result of the review process, the Affirmative Action Officer will not remove but may add additional candidates, who are protected group persons, to the pool of finalists. Prior to any such addition to the pool of finalists, the Affirmative Action Officer will discuss the matter with the Search Committee to determine the best qualified protected group candidates. The Affirmative Action Officer, in consultation with the appropriate Dean, may decide to extend or terminate the search if the Affirmative Action goals are not being met by the current pool of candidates. A decision to terminate or extend the search may be appealed to the President by a search committee.
- \_\_\_\_\_ 15. The search committee will propose via a written memorandum which candidates it wishes to interview from among the list of finalists for approval of the Affirmative Action Officer. The Affirmative Action Officer must approve which finalists are to be interviewed. No finalists may be interviewed without the prior approval of the Affirmative Action Officer. The Affirmative Action Officer consults with the respective Vice President on the pool of finalists in reference to the goals of each department. If a search is terminated at this point, the Affirmative Action Officer will discuss with the search committee the reasons for the termination.
- \_\_\_\_\_ 16. Search committee chair schedules interviews.
- \_\_\_\_\_ 17. After the committee has completed the interviews, a memo indicating the committee's recommendations and addressing the strengths and weaknesses of each candidate, as they relate to the job description, should be given to the respective Dean/Administrative Head and Vice President. The committee makes a preliminary selection of a candidate to be hired.
- \_\_\_\_\_ 18. The respective Dean/Administrative Head makes a recommendation and forwards a written rationale for that decision with the Faculty Appointment Form to the area Vice President with copies to the Affirmative Action Officer. The Affirmative Action Officer shall make an independent recommendation to the appropriate Vice President concerning the proposed appointment.
- \_\_\_\_\_ 19. The respective Vice President approves/disapproves the Dean's/Administrative Head's recommendation. This recommendation is forwarded, with the Faculty Appointment Form, to the Human Resources Office with copies to the Affirmative Action Office.
- \_\_\_\_\_ 20. After a final selection has been made by the respective Vice President, the finalist's application materials should be submitted to the Equal Employment Officer for review and approval/disapproval. If approved, the packet is forwarded to the Human Resources Office; if disapproved, a rationale is attached and the packet is returned to the area Vice President.
- \_\_\_\_\_ 21. Issuance of employee contract:
  - a. Area Vice President will notify Dean/Administrative Head of final approval of selection.

- b. Dean/Administrative Head will contact the candidate; if candidate accepts the contract, the Human Resources Office will issue a contract.

This is intended to be a summary and a checklist for filling unclassified positions. Please see the Affirmative Action Guidelines for complete details on filling of positions.

**AT NO POINT IN THE SEARCH PROCESS SHALL VERBAL OFFERS BE MADE EXCEPT BY THE DEAN/ADMINISTRATIVE HEAD AFTER APPROVAL BY THE APPROPRIATE VICE PRESIDENT**

Rev.: April 3, 2003

**BEMIDJI STATE UNIVERSITY**  
**POLICY AMENDMENT ON FILLING UNCLASSIFIED POSITIONS**

Consistent with its commitment to a sense of community and in recognition of the contributions of faculty and staff to the quality of this institution, Bemidji State University hereby amends the policies on filling unclassified positions. The amendment would provide that persons who have received notice of an impending layoff/retrenchment or non-renewal based on budgetary considerations are to be individually advised upon their request of all unclassified emergency, fixed term and probationary vacancies and are to be encouraged to apply for those vacancies for which they feel they are qualified. University management may authorize searches limited to current University certified, permanent, tenured, probationary, fixed-term, intermittent, non-tenure track or externally funded employees, prior to advertising vacancies external to the University, providing initial hire of the employee was accomplished through other than an emergency search. This change in the hiring procedure is intended to afford affected employees the opportunity to continue their association with the University in a mutually productive and beneficial role prior to implementation of an actual layoff or retrenchment, and in no way intends to limit or replace the recall and reassignment rights provided in the IFO and MSUAASF Agreements.

Revised 4/23/03

**HIRING PROCEDURES FOR UNCLASSIFIED STAFF AT**  
**BEMIDJI STATE UNIVERSITY**

- I. Before preparing a vacancy packet, the Dean or administrative head shall receive written approval from the appropriate Vice President to begin the search.
- II. A vacancy packet consisting of the following shall be submitted to the Affirmative Action Officer (AAO) for approval:
  - A) Requisition for Authorization for Position and Permission to Search Form
  - B) Vacancy Notice:

This shall include a statement of the position's responsibilities, qualifications required, and the anticipated duration of employment. All qualifications shall be job related and include formal education, previous employment experience where applicable, cultural and volunteer experience, and demonstrated competencies. Each vacancy notice shall include standard AA/EEO information and other BSU or MSUS required information provided by the Human Resource Office.
  - C) Search Committee Interview Questions:

All questions shall be based on the qualifications and duties stated in the vacancy notice and all candidates shall be asked the same questions by the search committee. This does not preclude asking job-related follow-up questions based on interviewees' responses. If the questions are prepared by the supervisor it is recommended they be shared with the committee for review and comment prior to finalization. The Committee shall discuss the characteristics of answers to each question which will be regarded as acceptable.
  - D) Advertising Plan:

Ads shall be placed as described in the "Bemidji State University Policy on Filling Unclassified Positions".
  - E) Membership of Search Committee:

The members of the search committee shall be chosen in a manner which includes the participation of women, minorities, and other under-represented groups and shall be submitted to the Affirmative Action Officer for approval. In the event that representatives from under-represented groups are not normally available, the administrative head shall prepare a plan to include such representation for the approval of the dean or appropriate vice president and the Affirmative Action Officer.

    - 1) Excluded Management Positions  
University President may invite bargaining units to appoint a specific number of members to the committee. President then makes additional appointments from other constituent groups subject to approval by the Affirmative Action Officer.
    - 2) MSUAASF Positions  
If the position greatly affects the working operations of the faculty, the Vice President in whose area the vacancy has occurred, may invite the IFO to appoint a specified number of members to the committee. The Vice President will also invite MSUAASF to appoint members and may invite representatives from other units and/or from other constituent groups subject to approval by the Affirmative Action Officer.

3) IFO Positions

If the vacancy occurs in a department/unit, the department unit will select committee members, to be supplemented by not less than one representative appointed by the respective dean.

The respective Dean/Vice President shall determine representation on new, interdepartmental or non-teaching department search committees, requesting specific bargaining unit representation as appropriate. All Search Committees are subject to approval by the Affirmative Action Officer.

F) Pre-Interview Screening Form:

A screening form which contains job-related criteria based on the qualifications stated in the vacancy notice is to be used to evaluate the credentials of all applicants. (Sample attached)

G) Evaluation Form for Interview:

An evaluation form with job-related criteria based on the qualifications and duties advertised in the vacancy notice shall be prepared. This form shall include anchor interview responses. (Sample attached)

H) Search committees are encouraged to consider the applications of probationary and permanent/tenured employees who have received notice of layoff/retranchment and/or non-tenure track employees who have received notice of non-renewal based on budgetary considerations.

All vacancy packets must be approved by the Dean or administrative head of the area and the appropriate Vice President before forwarding to the AAO/EEO. Incomplete vacancy packets will be returned to the Dean or administrative head of the area in which the vacancy occurred. Any changes made in the vacancy packet which do not involve the returning of the packet to the Dean or administrative head will be communicated to the Dean or administrative head by the Human Resource Office. Any changes made by the Dean or administrative head (or the search committee) subsequent to approval of the vacancy packet by the AAO/EEO shall be communicated to the AAO/EEO. Unapproved vacancy packets shall be returned to the appropriate Vice President by the AAO/EEO.

- III. The EEO will forward the approved vacancy packet to the Human Resource Office for advertising and approval of the vacancy by the MnSCU Office.
- IV. Each vacancy shall be evaluated by the AAO to determine if the staffing pattern for the department or program area with the vacancy is consistent with the availability of members of under-represented groups in that discipline. If there are disparities, a goal to hire a member of an under-represented group shall be set. The Dean or administrative head of the area which the vacancy shall be notified by the AAO of the goal set and shall in turn notify the search committee. Appropriate recruitment for the under-represented group shall take place and attempts to meet that goal shall be made in the selection of the candidate.
- V. Applications should be received and processed by the Office of the Divisional Dean or administrative head of the area in which the vacancy occurred. Duties of this office shall include:
  - A) All applications shall be collected and held by this office until after the advertised posted deadline. Names of candidates shall not be released to the Interview Committee until the interview questions are finalized.
  - B) All applicants shall be sent a letter indicating receipt of the application, a vacancy notice, and a SUS 80 affirmative action form. (The vacancy forms and SUS 80 forms are available from the Human Resource Office.)

- C) All applicants not selected for a position shall be sent a letter of non-acceptance by the Dean or Director immediately after the selection and hiring of the successful candidate.
- D) The Dean or administrative head shall supervise the recruiting efforts and ensure that special recruitment efforts are directed toward under-represented groups.
- E) No files may be released for review by the screening committee until after the posted deadline.

Rev. 4/23/03