



Approved By: Cabinet
Effective Date: January 2005

Category: Human Resources/Affirmative Action
Contact: Assistant Vice President for Human Resources
(585) 245-5616

Affirmative Action - Search Committees Policy

Instructional, Administrative, and Professional Appointments Policy

The following guidelines apply to all search committees appointed to recruit for full time instructional, administrative, and professional vacancies. The guidelines are intended to ensure a consistency of policy and practice within Equal Opportunity/ Affirmative Action requirements. Searches for classified positions will be in accordance with civil service guidelines.

PROCEDURES

- I. Search committees shall be appointed by the President, Provost, appropriate Vice President or their designee.
- II. The Provost or appropriate Vice President will advertise in Chronicle of Higher Education, publications, and organizations that predominantly attract minority candidates and, when appropriate, the top graduate schools with minority students pursuing doctoral degrees.
- III. In consultation with the Provost, appropriate Vice President, or designee, the search committee will determine how the applicants will be evaluated. In addition, the search committee will establish a timetable for review and discuss the process with the Director of Affirmative Action.
- IV. The Human Resources Department, through its employment opportunities site, will acknowledge receipt of applications and will allow candidates an opportunity to complete and submit an online voluntary self-identification form for EEOC purpose.
- V. The Director of Affirmative Action will review candidate applications and resumes online prior to interviewing and share with the Provost or appropriate Vice President the number of candidates who may be minorities.
- VI. The Provost or appropriate Vice President will discuss the pool with the search committee chair to determine whether or not special efforts need to be made to expand the pool of candidates to be interviewed.
- VII. After completing the interview process, the search committee will send names of acceptable candidates to the Provost or appropriate Vice President. The Provost or appropriate Vice President will make recommendation for appointment to the President.
- VIII. The search committee chair will complete the necessary documentation as required by the Online Employment System and maintain all search materials for a minimum of three years.