



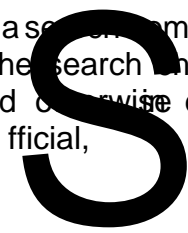
d. The appointment of all other faculty and professional staff shall be made by the vice presidents or the director of athletics within their respective divisions, with such authority being expressly delegated by the President to the vice presidents and director of athletics in accordance with Title 1, Article V§4(c) of the Bylaws of the Board of Regents.

**AUTHORIZING THE SEARCH.** The President, Vice Presidents, or Director of Athletics (as appointing authorities) exercise authority to initiate recruitment for positions within their divisions.

**SEARCH REVIEWER.** The Search reviewer is the university official responsible for certifying to the final appointment authority that the university has employed the best qualified candidate. The Search reviewer is typically a Dean or Assistant or Associate Vice President. The search reviewer may undertake a comparative or finalist interview candidates or rely on the recommendations of the hiring official or a search committee (as described below).

**HIRING OFFICIAL.** The hiring official is the university official responsible for conducting or coordinating the search and recommending the candidates to be interviewed and the final candidate to be hired to the search reviewer. The hiring official is typically the department chair, director, or immediate supervisor of the subject vacancy and reports directly to the search reviewer. The hiring official may undertake search duties individually or appoint a search committee to screen and refer candidates for consideration, with the concurrence of the search reviewer and consistent with departmental by-laws (if any).

**SEARCH COMMITTEE CHAIR.** If a search committee is appointed to undertake the search on behalf of the Hiring Official, the search chair is the individual appointed to chair this committee. Unless provided otherwise departmental by-laws, the search chair is appointed by the Hiring Official,



- a. All search waivers, interview pools of one, and exceptions to these guidelines must be expressly approved by the EEO/AA Officer (or designee) before any employment offer is extended to a candidate.
- b. The Division of Human Resources (as the designee of the EEO/AA Officer) shall exercise authority to approve all non-exceptional searches that conform to the

**COMMITMENT TO RECRUITMENT, SEARCH WAIVERS, AND RECOMMENDATIONS FOR APPOINTMENTS NOT SUBJECT TO A SEARCH REQUIREMENT**

COMMITMENT TO OPEN & COMPETITIVE RECRUITMENT. As enumerated in Title 4, Chapter 1 or external searches for all full-time and part-time academic and administrative faculty positions on 12-month or 9-month appointments (with the exception of resident physicians and dentists, post-doctoral scholars, and temporary or transfers.

SEARCH WAIVERS. Under limited circumstances, as defined below, final Appointment Title 38



concurrence of the President, has agreed that all Head Coach positions will be recruited on an open and competitive basis.

- 4) Confidential Professional/Special Assistants that report directly to the President, the Vice Presidents, or the Director of Athletics, where the principal distinguishing characteristic of such positions is the professional interaction between the position and the senior administrative officer.
- b. Reinstatement. (Reported to the BOR) A search waiver may be approved to reinstate an employee who separated from UNLV within the past 12 calendar months and who is returning to the same or substantially similar role within the same department or division, with no material increase in salary.

**RECOMMENDATIONS FOR APPOINTMENT NOT SUBJECT TO A SEARCH REQUIREMENT.**

- D Critical Work Stoppage. (Not reported to the BOR) A specified term appointment up to

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14. To ensure compliance with State and University policies, job ads must include the following-756T /TT0 1 Tf 12 0 0 12 274.03 709.06 Tm [(S)-3 (tate )]TJT0 79[(S)5B] 45tB

c. Screening Begin Date or Deadline.

For positions recruited nationally, the open recruitment period is typically 30 calendar days. In all instances, the open recruitment period must be at least seven calendar days after the latest publication/job posting date. The objective is to start the screening process; not state a deadline for applications.

If time is of the essence, departments are at liberty to state a deadline, provided the department understands publishing a deadline will preclude consideration of applications received after the deadline unless the position is advertised with an extended deadline.

d. EEO/AA statement

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e. Application Instructions.

Job Postings should include language similar to the following, depending on whether the department is using email, Workday to receive candidate materials

- 1) ) R U H B B E O L S W 3 \$ S S O L F D W L A D D E S S E D W [Name/Optional], K R X O C Search Committee Chair, at [insert email address].
- 2) ) R U M R E S R V W L Q J V L Q : R U N G D \ 3 \$ S S O L F D W L H R Q W P [Name/Optional], Search Committee Chair, and submitted online at: [insert link to Workday jobposting]. For assistance with UNLV's online applicant portal, contact your primary recruiter at [insert contact information].

f. References.

References checks should be performed for finalists prior to any job offer. The predominant labor market practice for academic and administrative faculty positions is

If an explicit salary range is specified in the job posting, departments may not exceed the maximum salary advertised. If a specified salary range is qualified by the phrase, "Up to \$\_\_\_\_\_" departments may offer an amount up to 10% in excess of the specified salary range. If salary is open and competitive, the appropriate salary should be determined by the appropriate department.





17. PLACEMENT OF THE AD. Human Resources will post the job ad to the Workday career site(s), HigherEdJobs.com and Nevada Job Connect HR will coordinate all advertisements in the specified publications; confirm ad placements with the department; and forward WR WKH X Q L Y H U V L D F R W W D G X R M Q H V R U Q C S B Q Y Z I L O E directly to the department for payment.

OUTREACH ACTIVITIES, APPLICANT SOURCING, NOMINATIONS

18. OUTREACH ACTIVITIES. Hiring officials and search reviewers are encouraged to include



20. NOMINATIONS & DEFINITION OF AN APPLICANT. To ensure compliance with the Equal Employment Opportunity Commission (EEOC) and Office of Federal Contract Compliance Program (OFCCP) guidelines, only those individuals who apply for a specific employment opportunity under recruitment, as provided in the job ad, are considered applicants for employment. In the higher education labor market, it is customary to receive 3 applications. When such nominations are received, the hiring official will extend an invitation to the nominee to apply for the employment opportunity. However, to be considered for a given position, the nominee must apply for the specific employment opportunity under recruitment, as provided in the job ad. Nominees are not considered applicants under UNLV policy.

## ROLE & COMPOSITION OF SEARCH COMMITTEES

21. Search committees may be utilized to review and recommend candidates to the hiring official or to the search reviewer. Search committees serve in a screening and advisory capacity to the hiring official or search reviewer; search committees do not make hiring decisions. Unless provided otherwise in departmental by-laws, search committees are appointed by the hiring official with the concurrence of the search reviewer.

- a. Search committee members are required to sign a [confidentiality acknowledgement form](#) attesting that they understand that all candidate information or records (including search committee deliberations) are confidential under NSHE policy and may be released only upon the written authorization of the candidate, the hiring official or search committee chair. The hiring official or search committee chair are to be the only public voices for the search committee, and search committee members must refrain from making any public comments.

The use of numerical ratings or weighted scoring of applications by committees implies a greater degree of accuracy than may be possible and is, therefore, discouraged.

- e. The search committee should reach consensus on all applicants to be interviewed or referred to the search reviewer.

Formal voting by committee members may work against consensus building and is, therefore, discouraged.

22. SEARCH COMMITTEE KICKOFF MEETING The search committee chair should schedule an organizational meeting with the search committee and prior to the first material screening decision. It is recommended to invite the primary recruiter to cover HR compliance topics and answer any procedural questions.

## EEO/AA REVIEW

23. Each search must undergo an EEO/AA review performed in Human Resources prior to any finalist interviews in which the race and gender demographics of the entire applicant pool may be compared to the race and gender demographics of the finalist pool.
  - a. Where the representation of women or minority candidates in the finalist pool is substantially less than in the entire applicant pool, the HR representative will advise the search committee on appropriate mechanisms to determine whether substantially equally qualified minority or women candidates are in the selected pool so as to ensure their continuing consideration.
  - b. EEO/AA approval of the finalist pool must be obtained prior to conducting interviews, either virtually or on campus.

## IDENTIFICATION AND APPROVAL OF FINALIST INTERVIEW POOL

24. Search committees may employ phone/virtual interviews, or job sampling exercises to determine which quarterfinalists or semifinalists will be considered for on-campus interviews.
25. Phone/virtual interview questions, or job sampling exercises should be substantially the same for all candidates and should be included in the search file. The primary recruiter can assist in preparing these instruments.
26. [Reference check](#) may be performed for semifinalists and reference check questions should be substantially the same for each semifinalist and included in the search file.
27. For academic positions, the Dean will approve the list of candidates to be interviewed.



degree claimed by the candidate, but does not require transcripts. The Division of Human Resources will verify credentials for non-academic, professional staff within 30 days of appointment.

31. PREEMPLOYMENT CERTIFICATION FOR SEARCHES CONDUCTED OUTSIDE OF WORKDAY The provisions of Title 2, Chapter 55.10.2 of the NSHE Code require that each applicant for employment who accepts an invitation to interview for a position execute a [pre-employment certification](#) acknowledging the credentials verification policy of the Board and authorizing the institution to verify academic credentials. Hiring Officials are responsible for having each interview candidate execute a copy of the pre-employment certification in advance of an interview and maintaining the certifications in departmental search files. The pre-employment certification of the selected candidate will be placed in the candidate's personnel file. W\* n BT /TT0 1 Tf 12 0 0 12 521

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authority should send the recommendation for new appointment to the reviewer or designee indicating such approval.

38. TENURE AT HIRE: If an appointment includes tenure at hire, the H V L G H Q W ¶ V Z U L W W H is required prior to extending a commitment to the candidate.

#### COMMITMENT TO CANDIDATE

39. Salary and the employment offer (contract) are both initiated by the official or search reviewer or designee, and routed for approvals in Workday. The contract is sent to the candidate in Workday.

40. Any communications with the recommended candidate by either the hiring official or search reviewer prior to obtaining approval of the hiring recommendation by the Final Appointment Authority must clearly indicate that such communications are exploratory *hp pcwmg qt'tgrtgugpv'cp ðkvgpv vq qhgtö'yj kej ku'wldgev'vq crrtqxcn* and does not represent a formal offer of employment.

#### CONCLUDING THE SEARCH: DISPOSITION NOTIFICATIONS & RECORDS RETENTION

41. DISPOSITION NOTIFICATIONS: The search chair or designee is responsible for disposition/notifying each applicant and non-selected candidate in Workday or electronically depending on how applications were received.

42. RETENTION OF SEARCH MATERIALS BY DEPARTMENT: Search files must be kept for a period of three years from the effective date of the appointment resulting from the search process L Q F O X C I S Q J H D B S O L F D Q W ¶ V O H F W U H U L F K I W D Q W H D U B H W D Q reference letters (if applicable), the signed confidentiality agreement forms, evaluation forms used during the selection process, interview questions, completed reference check, and the search summary report

a. If departments received application materials without using Workday, the department is responsible for maintaining all materials and additional materials enumerated above in either print or google drive.

The individual notes of search committee members that are intended for their personal use only during search committee discussions are not to be retained with search records. A summary of observations is typically prepared by the search committee coordinator chair, *tghge*

44. HIRING/ONBOARDING. All hiring and onboarding tasks are completed in Workday. Departments should reference [Welcoming Your New Employee](#) for tips on a successful onboarding experience.



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## Public Communications

To ensure consistent and appropriate information is provided to university constituents about the search process while it is underway, while preserving strict confidentiality as to the content of the search itself (such as the names of candidates under con

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