

# Cheyney University Policy HR-2010-5001

## Policy on Selection for Management and Professional Positions

**Approved by:** Finance and Administration Council / President's Cabinet

**History:** Issued -- 2-17-2009

**Related Policies:** n/a

**Additional References:** n/a

### I. Policy

Search committee selection for Management and Professional positions.

#### I. Purpose

To purpose of this policy is to outline a process by which committees are formed to complete a search for Management and Professional (SUA) positions. This policy seeks to ensure that search committees are inclusive of members from diverse on-campus and/or off-campus constituencies who have sufficient knowledge of or interaction with, the management or professional role to be filled.

#### II. Procedure

Search committees will be formed as positions are authorized for hiring. Search committees will be formed in one of two ways:

- **For senior policy executive level positions eg. Academic Deans or above and direct reports to the President.**

The Office of Human Resources will consult with the President to determine the size and constituency of the search committee. The committee will consist of management representatives and employees from selected bargaining units. The President may also request student representation on committees.

The President will then appoint a Chair or Co-Chairs of the search committee.

Once the President confirms the size and constituency of the committee, appropriate bargaining units will be contacted by the Office of Human Resources and asked to provide the name(s) of employee(s) from their unit who will serve on the committee.

If additional representation is needed to further diversify or complement the committee, the President will appoint another internal employee or external professional at her/his sole discretion.

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All search committee members will receive written confirmation from the President of their appointments.

The President may choose to meet with the Chair, Co-Chairs or the entire search committee, to share the charge.

**For all other Management and Professional positions**

The Office of Human Resources will consult with the appropriate **Vice President** in order to determine the size and constituency of the search committee. Committees can include managers and bargaining unit employees. The Vice President also may request student representation on the committee.

The Vice President will confirm and appoint a Committee Chair or Co-Chairs.

Once the Vice President confirms the size and constituency of the committee, appropriate bargaining units will be contacted by the Office of Human Resources and asked to provide the name(s) of employee(s) from their unit.

If the Vice President decides that additional representation is needed to further diversify the committee, the Vice President may appoint an employee at his/her sole discretion.

All search committee members will receive written confirmation from the Vice President of their appointments.

The Vice-President may choose to meet with the Chair, Co-Chairs or the entire committee to share the charge for the search.



# Vacancy Announcement Form - DRAFT

HR Recruiting Form #10-03

Cheyney University welcomes applications from current employees for the following vacancy:

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Announcement Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Bargaining Unit: (if applicable) \_\_\_\_\_

Reporting To: \_\_\_\_\_

**RESPONSIBILITIES: (NOT LIMITED TO THE FOLLOWING)**  
**MINIMUM EDUCATION & TRAINING REQUIREMENTS:**

## HOW TO APPLY:

Interested Cheyney University employees should submit the following documents to the Office of Human Resources, by the expiration date.

1.	4.
2.	5.
3.	6.

For a copy of a complete job description please visit the Office of Human Resources.