

University of Northern Colorado
Human Resources Administrative Policy

Selecting the Appropriate Hiring Process
HR002

Scope:

This guidance is intended to assist hiring authorities in determining the appropriate hiring procedure to fill vacant faculty and professional administrative positions, and to clarify the use of direct appointments. Open and competitive selection processes are important for supervisory and leadership positions to allow for appropriate campus participation in hiring decisions and are expected in most situations. While direct appointments can be quick and efficient, they do not create the open and competitive hiring environment that is expected of a public institution.

Authority:

Article 6 of the University Regulations provides further guidance on Personnel matters. The Director of Human Resources is responsible for developing policies and processes to ensure compliance with Board Policy and University Regulations regarding hiring and compensating all employees. These administrative policies and processes, along with associated forms, provide more specific direction giving consideration to the current operating context and strategic needs.

Guidance:

UNC has 3 processes for filling approved positions, listed below in order of preference:

1. Search Committee Process
 - Preferred for most positions.
2. Independent Review Process
 - Appropriate for specialized positions with limited campus expertise to fill committee roles.
3. Direct Appointment Process
 - Direct appointments should be used rarely and only after careful consideration of alternate hiring options for permanent appointments into vacant positions. The appropriate Vice President must approve the use of the direct appointment.

When contemplating a direct appointment, the following questions must be considered:

- Is there an extenuating circumstance or exceptional situation that necessitates a direct appointment in lieu of a competitive selection process?
- Is the proposed appointee a current or recent UNC employee?
- Does the proposed appointee possess a unique skillset that cannot be found elsewhere?
- Was the proposed appointee selected for their current position through a competitive process?
- Does the individual meet or exceed all the requirements of the position listed in the Position Description Questionnaire (PDQ)?

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