

USM Bylaws, Policies and Procedures of the Board of Regents

USM HR Policy Review Sheet

Policy Number: VII – 1.01

New Policy Title:

Old Policy Title: Policy on Recruitment and Selection

1. Policy Application: Nonexempt Staff Exempt Staff Faculty Contingent Staff
 All Other: _____

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: _____

Clarifications: _____

Transfer to another policy or chapter: _____

Updates to reflect changes in law: Add language on consideration of Contingent Employees for regular status positions, required by new MD statute (HB 1025)

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: _____

VII-1.01 - POLICY ON RECRUITMENT AND SELECTION

(Approved by the Board of Regents, November 12, 1993; Amended, 2015)

I. PURPOSE AND APPLICABILITY

This policy defines the recruitment and selection philosophy for the University System of Maryland-~~System~~ (USM). This policy applies to all non-faculty USM ~~UMS~~ employees.

II. EQUAL OPPORTUNITY~~General~~

In order to ~~e~~insure that the University System of Maryland-~~System~~ employees are individuals of the highest caliber and diverse backgrounds, each institution shall develop appropriate recruitment, screening and selection procedures

A. ~~consistent~~ consistent with these goals and ~~consistent~~ consistent with applicable regulations governing Equal Employment Opportunity and Affirmative Action: and

B. may include consideration of hiring a Contingent Status employee who applies to fill a vacant position in the same or a similar classification in which the Contingent employee is employed.

IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its Institutional website.

~~Each Chief Executive Officer shall develop procedures as necessary to implement this policy and submit a copy to the Chancellor.~~

~~Replacement for:~~

~~UM Personnel Policies and Rules for Classified Employees, Section II, Classified Employment, General, page II-1.~~

~~UM Personnel Policies and Rules for Associate Staff, Positions and Appointments, page 7.~~