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## RECRUITMENT POLICY

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**Category:** Human Resources

**Responsible Office:** Equity, Diversity and Affirmative Action Administration

**Responsible Executive:** Vice President, Human Resources

**Date Established:** 3/1/10

**Date Last Revised:** -

**Date Posted to Library:** 3/4/10

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### Summary

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The University at Buffalo is an affirmative action/equal opportunity employer and will conduct a competitive recruitment for all positions to identify and attract a diverse and qualified candidate pool.

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### Policy

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#### POLICY STATEMENT

The University at Buffalo (UB, University) is committed to ensuring equal employment opportunity to all qualified individuals. The University believes a diverse workforce will enhance its ability to fulfill its mission of education, research, and public service. The University will conduct a competitive recruitment for all positions, unless there is a compelling justification to make a recruitment exception (see the Recruitment Exceptions Policy).

- The University may recruit from both within and outside its workforce to obtain qualified individuals. The recruitment process must facilitate good faith efforts toward the attainment of affirmative action goals and objectives set forth in the University Affirmative Action Plan. All full time faculty positions must have at least one print advertisement in a journal of national circulation likely to produce qualified applicants, such as the Chronicle of Higher Education, or another professional journal appropriate to the field.
- The University will comply with applicable laws and regulations in the employment of all non-U.S. citizens.
- UB Jobs is the official source for posting and processing University positions. To comply with the Federal Internet Applicant Rule, all individuals considered for State and Research Foundation positions must apply through UB Jobs. The UB Foundation may also use UB Jobs to post and/or recruit for job vacancies.
- The University will provide reasonable accommodation to applicants with disabilities upon request.
- The University will not administer formal testing instruments aside from resume review and interviewing unless the testing instrument has been validated and approved in advance by University Human Resources.
- The University may require certain credential, criminal, and other background information to be verified as a condition of employment for new employees.

#### BACKGROUND

This policy supersedes the “Guidelines for Affirmative Action Procedures in the Hiring of Faculty and Professional Staff at the State University of New York at Buffalo.” This policy also works in coordination with the existing SUNY Equal Opportunity: Access, Employment and Fair Treatment in the State University of New York Policy.

The University encourages proactive initiatives to increase diversity and provide equal opportunity to all applicants and employees. A competitive recruitment process promotes equal opportunity by informing potential applicants of job vacancies within the University.

## APPLICABILITY

All faculty, professional staff, classified staff, and Research Foundation positions regardless of full time equivalent (FTE) are covered by this policy. Civil Service rules and regulations also govern classified staff positions.

This policy does not apply to student assistant, work-study student, graduate assistant, teaching assistant, or research (student) assistant positions.

## DEFINITIONS

**Affirmative Action** – proactive steps to further the employment of women, minorities, individuals with disabilities, and veterans; aggressive steps that go beyond compliance with equal opportunity laws.

**Affirmative Action Plan** – a federally mandated report that is used as a management tool designed to ensure equal employment opportunity. A central premise underlying affirmative action is that, absent discrimination, over time an employer's workforce generally will reflect the gender, racial, and ethnic profile of the labor pools from which the employer recruits and selects.

**Competitive Recruitment** – the process of sourcing, screening, and selecting employees for positions with an employer.

**Equal Employment Opportunity** – the concept of providing access to employment opportunities to all persons without regard to race, color, national origin, gender, religion, age, disability, pregnancy, gender identity, sexual orientation, marital status, veteran status, or ex-offender status.

**Good Faith Effort** – honest intent to act without taking an unfair advantage over another person. It is used as an evaluation tool to determine an employer's level of commitment to providing equal opportunity to advertised positions.

**Internet Applicant Rule** – an employer that accepts employment applications submitted electronically must consider an individual as an internet applicant if they meet all of the following criteria:

- the individual submits an expression of interest in employment via the internet (only applications via UB Jobs will be considered)
- the employer considers the individual for employment in a particular position
- the person's application or resume shows that he or she has the minimum qualifications for the position in question
- the person at no point in the process removes himself or herself from further consideration or otherwise indicates that he or she is no longer interested in the position prior to receiving an offer of employment.

**Reasonable Accommodation** – any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions.

**Testing Instrument** – any standardized procedure for measuring sensitivity, memory, speed, intelligence, aptitude, or personality etc.

## RESPONSIBILITY

### Hiring Department and Search Committee

- Consider and select applicants for hire in accordance with laws prohibiting discrimination based upon race, color, national origin, gender, religion, age, disability, pregnancy, gender identity, sexual orientation, marital status, veteran status, or ex-offender status.
- Consult with Human Resources, International Student and Scholar Services, and Equity, Diversity and Affirmative Action Administration (EDAAA) as appropriate for assistance and advice.
- Assist in the implementation of the University Affirmative Action Plan when recruiting prospective employees by exercising good faith efforts for meeting established commitments to equal employment opportunity and affirmative action goals.

### University Human Resources/Divisional Human Resources

- Monitor and enforce this policy, and assist with compliance.
- Provide consultation, guidance, and assistance to hiring departments with recruitment procedures, position classification, and compensation.
- Manage UB Jobs.
- Approve position classifications and hiring proposals.

### Office of Equity, Diversity and Affirmative Action Administration

- Monitor and assess Equal Employment Opportunity/Affirmative Action (EEO/AA) compliance.
- Provide consultation and guidance to hiring departments.
- Prepare reports and analyses of recruitment activities and hiring trends.
- Facilitate reasonable accommodation requests concerning the application and interview process.

### Office of International Student and Scholar Services

- Provide consultation and assistance to hiring departments regarding laws and regulations pertaining to the employment of non-U.S. citizens.
- Prepare and submit required documentation to appropriate federal agencies.

### Office of Faculty Affairs

- Authorize all faculty recruitment.
- Review and approve faculty hiring/appointments.
- Advise and assist with under-represented faculty recruitment and special faculty hiring initiatives.

**PROCEDURE**

In compliance with state and federal laws and to fulfill equal opportunity obligations, job prerequisites such as education, experience, job performance, references, etc., will be job related and significant to successful performance and will not disproportionately exclude members of protected groups.

**Posting and Advertising Requirements**

University Human Resources will automatically post all vacancies through UB Jobs. In addition, the University automatically posts positions to a variety of sources; a current listing is available on the Human Resources Web site.

**Recruitment Periods**

The maximum time that a position may be posted is one year unless it has been determined, in consultation with University Human Resources, that there are extenuating circumstances. If the department is unable to fill the position/s within one year of the initial internal posting date, the department may request that the position be reposted prior to the end of the first year. The position will be reposted according to the minimum posting requirements per labor/management agreements. This will allow the department an additional year to continue the posting. Recruitment for a position beyond the two year time period will require a new posting. If a candidate is hired, but leaves the position either voluntarily or involuntarily within a one-year period of the hiring decision, the hiring unit may extend an offer to another highly qualified individual from the candidate pool. A high-quality, diverse applicant pool can also be used to fill additional vacancies, as appropriate to the needs of the unit, within this one-year timeframe.

**Posting Periods**

<b>Minimum Posting Requirements per labor/management agreements</b>	
UUP Faculty	20 business days Internal and external posting periods run concurrently
UUP Professional	Internal: 15 calendar days External: 30 calendar days Internal and external posting periods run consecutively
Competitive Classified	10 calendar days Internal and external posting periods run concurrently
Non-competitive/Labor Classified	15 calendar days Internal and external posting periods run concurrently
<b>Minimum Posting Requirements per UB guidelines</b>	
MC Professional	30 calendar days Internal and external posting periods run concurrently
Research Foundation	15 calendar days Internal and external posting periods run concurrently
UB Foundation	15 calendar days Internal and external posting periods run concurrently

## Advertising

Units should develop strategies for attracting high-quality, diverse applicant pools. Advertising is one mechanism for accomplishing this. Advertisements for a specific position should be placed in sources that most potential applicants would utilize. This may include print media and Web-based and electronic communications, and will vary depending upon the position.

All full time faculty positions must have at least one print advertisement in a journal of national circulation likely to produce qualified applicants, such as the *Chronicle of Higher Education*, or another professional journal appropriate to the field. A print advertisement is required to satisfy US Department of Labor and US Citizenship and Immigration Services requirements if a foreign national is selected for the position and is seeking employment-based permanent residency. For more information, contact the Office of International Student and Scholar Services.

In accordance with Department of Labor Special Handling Requirements, print advertisements must:

- name the employer
- indicate the geographic area of employment
- provide a description of the position specific enough to apprise US workers of the job opportunity
- specify a wage rate at or above the prevailing wage rate
- not contain wages or terms and conditions of employment that are less favorable than those offered to a foreign national
- indicate where to apply.

External advertising requires the following tagline on each job advertisement contingent on the employer:

- The University at Buffalo is an affirmative action/equal opportunity employer (AA/EOE)
- The Research Foundation of SUNY is an AA/EOE

## Application Process

The UB Jobs Web site is the official source for posting and processing University positions. To comply with the Federal Internet Applicant Rule, all individuals considered for state and Research Foundation positions must apply through UB Jobs. The UB Foundation and Clinical Practice Plans may also use UB Jobs to post and/or recruit job vacancies.

If an outside search firm is utilized, all candidates invited for interview must be invited to apply via a UB Jobs posting.

Resumes are no longer accepted via email, fax, or US mail. All interested applicants need to apply for a specific position in UB Jobs. People involved in the hiring process should not consider or interview applicants from unsolicited expressions of interest for University positions (e.g., informally referred resumes, random searches in external job databases).

Applicants with disabilities who require reasonable accommodation in the application or interview process should contact the Office of Equity, Diversity and Affirmative Action Administration.

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## Contact Information

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University Human Resources  
120 Crofts Hall  
Buffalo, NY 14260  
Phone: 716-645-7777  
Email: [HRAdmin@buffalo.edu](mailto:HRAdmin@buffalo.edu)  
<http://hr.buffalo.edu>

Office of Equity, Diversity & Affirmative Action Administration  
406 Capen Hall  
Buffalo, NY 14260  
Phone: 716-645-2266  
Email: [aa-diversity@buffalo.edu](mailto:aa-diversity@buffalo.edu)  
<http://affirmativeaction.buffalo.edu>

Office of International Student and Scholar Services  
210 Talbert Hall  
Buffalo, NY 14260  
Phone: 716-645- 2258  
Email: [intlservices@buffalo.edu](mailto:intlservices@buffalo.edu)  
<http://wings.buffalo.edu/intlservices/>

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## Related Information

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### University Documents:

Recruitment Exception Policy  
Reasonable Accommodation Policy  
Pre-Employment Background Screening Policy: <http://policy.business.buffalo.edu/Policy%20Library/Pre-Employment%20Background%20Screening.pdf>  
Postdoctoral Scholars Policy: <http://policy.business.buffalo.edu/Policy%20Library/Postdoctoral%20Scholars.pdf>

### Other Documents:

[Equal Opportunity: Access, Employment and Fair Treatment in the State University of New York](#)

### Related Links:

[UB Jobs - www.UBJobs.buffalo.edu](http://www.UBJobs.buffalo.edu)  
[Position management and recruitment system](#)  
[UB Jobs Hiring Manager's Guide](#)  
Position Posting Sources: <http://hr.buffalo.edu/files/phatfile/AdvertisingHROnly.pdf>  
[Graduate Student Employment Contract, Article 21](#) – (See UB [Career Services](#))  
International Student & Scholarly Services: [http://wings.buffalo.edu/intlservices/iss\\_staff.html](http://wings.buffalo.edu/intlservices/iss_staff.html)  
SUNY Board of Trustees Policy: [http://www.suny.edu/Board\\_of\\_Trustees/PDF/Policies.pdf](http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf)  
UUP Contract Link: <http://www.goer.state.ny.us/cna/current/uuppsnu/index.cfm>  
CSEA Contract Link:  
ASU: <http://www.goer.state.ny.us/cna/current/cseasu/index.cfm>  
OSU: <http://www.goer.state.ny.us/cna/current/cseasu/index.cfm>  
ISU: <http://www.goer.state.ny.us/cna/current/cseaisu/index.cfm>  
PEF Contract Link: <http://www.goer.state.ny.us/cna/current/pefpst/index.cfm>  
Council 82 Contract Link: <http://www.goer.state.ny.us/cna/bucenter/ales/index.html>  
NYSCOPBA Contract Link:

SSU: <http://www.goer.state.ny.us/cna/current/nyscopbassu/index.html>  
SSPU: <http://www.goer.state.ny.us/cna/1999to2003/c82sspu/index.html>

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**Presidential Approval**

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*John B. Simpson*

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John B. Simpson, President

*3/1/10*

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Date