


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:022	Supersedes Policy Number: 5:022
Date: November 3, 1986	Dated: August 1, 1986
Subject: Employment Procedures	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference: P-010
Approved:  President	

Responsibility and Authority

The final responsibility and authority for employment of personnel resides with the President. As a matter of practice, for approved positions in the budget, advertising for employment for all positions other than faculty will be done by the Payroll/Personnel/AA Office, hereafter referred to as "Personnel." Offers of employment may be made only by the President. The following procedures pertain to employment of all persons except faculty unless faculty are specifically mentioned.

Vacancy Definition

A vacancy occurs upon termination of a current employee, the creation of a new position, or the transfer/promotion of a current employee to another open position. Ordinarily a position is not considered vacant until annual leave accrued by the prior incumbent is exhausted, regardless of whether the annual leave is paid as terminal leave or in a lump-sum payment.

Approval to Fill Position

The supervisor must complete the Personnel Request Form (PPM Form 5:022:a) for the vacant position to be filled. This form must be signed by the originator, dean or director, and senior administrator of the division in which the vacancy occurs. An updated job description must accompany the request form.

Under no condition will a position be advertised unless funding for it has been approved. Funding will be verified in Personnel upon receipt of the Personnel Request Form.

Preparation of Advertisements and Job Descriptions

It is the responsibility of the originating office or search committee to prepare an advertisement for the vacant position to be placed with the local Employment Security Office and/or in the appropriate newspaper (Chronicle of Higher Education, Nashville Tennessean, Leaf Chronicle and/or professional publications). For administrative/professional positions a more detailed description of the position should also be developed for use as a flier to be included with the APSU Application for Employment form for those persons requesting information about the vacant position. The detailed description should include the title of the position, whether regular or temporary, full or part-time, experience and education required, salary range, closing date, termination date (if funded by grant or to be filled for only a specified period of time), description of the specific job duties, and knowledge and abilities. The advertisement and detailed description should accompany the Personnel Request Form.

The Personnel office will review the contents of the advertisement and detailed description for Affirmative Action purposes and will stamp EEO statement on each: "Austin Peay State University an Equal Opportunity Employer." Each announcement will also include the statement: "Minorities, women, and members of other protected groups are encouraged to apply," and will list materials to be submitted with the application form, such as, letter of interest, resume, letters of recommendation, and transcript (if applicable).

Placing of Advertisement

It is the responsibility of Personnel to prepare the purchase requisitions for placing approved position announcements in the appropriate publications (if applicable for the position). For example, if an announcement is placed in a national newspaper, such as the Chronicle of Higher Education, the announcement will not be placed in other publications. When an administrative/professional announcement is placed in the Nashville papers, it will also be placed in the Leaf Chronicle. All vacant positions will also be listed with the local Employment Security office, and announcements will be circulated throughout the campus. Clerical/support positions are not normally advertised in newspapers, but will be if the hiring department can justify such a request.

Announcements of financial positions will be placed in appropriate newspapers and sent to the State Comptroller's office and the State Board of Regents.

The Personnel office will pay for only those published advertisements which it has placed, provided its funds have not been exhausted.

Time Allowed for Advertising

All administrative/professional positions ordinarily will be advertised in the appropriate publication one day only to cut down on cost. The search for administrative/professional positions will be open for a minimum of three weeks from the date the announcement appears in the newspaper, and clerical/support positions open for a minimum of five days from the date of the announcement.

Special Recruiting Efforts

A plan has been established by the State Board of Regents to attract other-race (Black) candidates for faculty and administrative positions. This plan is detailed in SBR Guideline P-010. The following procedures are required in filling all faculty positions and administrative positions as defined in the guideline.

- A. Criteria for selection and an appropriate position description must be employed in disseminating information concerning the vacancy;
- B. Advertisement of the position in national, regional, and/or disciplinary publications with other-race constituencies is required for all academic administrative positions at the level of department head or above and for all administrative positions reporting directly to the chief executive officer;
- C. Solicitation of nominations from institutions, groups, and/or individuals likely to generate other-race applicants is required;
- D. Providing of documented evidence that direct contact has been made with qualified other-race applicants is required;
- E. Assurance by the affirmative action officer that an approved process has been followed and that qualified other-race applicants have been contacted and fully considered is mandatory; and
- F. Requesting applicants to identify their race is similarly mandatory.

In addition to complying with the requirements cited above, the plan approved by the affirmative action officer should include an appropriate combination of procedures comprised from some of the following alternatives.

- G. Advertisement of the position in newspapers from major metropolitan areas in the state of Tennessee;

- H. Requests for nominations from organizations devoted to leadership training (e.g., the ACE Office of Leadership development);
- I. Participation by other-race members on all search, selection, or advisory committees, and
- J. Eliciting from systems nominations for potential applicants who appear in any other-race personnel data banks created under provisions of the desegregation settlement.

For administrative/professional positions, Personnel routinely sends letters soliciting nominations to historically Black colleges and universities in the southeast. Announcements can be sent to other schools if a list is provided by the hiring department.

All applicants, including those for faculty positions, must be encouraged to identify themselves as to race, sex, handicap, veteran status, national origin, by completing a self-identification form provided them by Personnel or, in the case of faculty, by the department or search committee. This form must be returned by the applicant to the AA Director.

Who May Be Considered an Applicant

- A. Persons who have completed the application form and who have submitted it and any other required paperwork, such as resumes, letters of recommendations, transcripts, before the deadline stated in the advertisement.
- B. Persons who have an active application on file in Personnel and who request in writing that their application be considered for a specific vacant position. These persons may come by Personnel on or before the deadline and sign the Applicant Data Log Sheet (PPM Form 5:022:c), or they may mail their request to Personnel on or before the deadline. They must be sure that their application materials on file include all documents requested in the advertisement.
- C. Only those persons applying for a vacant position. No unsolicited applications will be accepted.

Applications will remain active for three months from the date submitted to Personnel. Once an application becomes inactive the applicant must complete a new application.

Testing

Any testing of applicants, such as for secretarial skills, must be conducted by the Employment Security Office, which is equipped to administer tests which have been validated as

nondiscriminatory. It will be the applicants' responsibility to contact that office to set up an appointment to take such test(s) before the closing date of the announcement. Otherwise, they cannot be considered for the position.

Distribution and Receipt of Applications

The Personnel office will distribute blank Application for Employment forms and filer information to any party expressing interest in the open position and will be the receiving office for all applications and materials for employment.

Once the application deadline has passed Personnel will forward all applications and other requested paperwork with a copy of the Applicant Rejection form (PPM Form 5:022:b), Reference Checks form (PPM Form 5:022:d), and Interview Notes form (PPM Form 5:022:e) to the search committee or other person(s) conducting the selection process. For administrative/professional positions a copy of SBR Guideline P-010 and an Affirmative Action Review form (PPM Form 5:022:f) will also be sent. For all positions a preemployment inquiry guide will be included.

Search Committees

For faculty and administrative/professional positions committees which include women and other-race members (see Special Recruiting Efforts, I) are necessary. Clerical/support positions may or may not require the assistance of a search committee.

Affirmative Action Audit

The AA Director will review applications for all positions except faculty to assure that qualified applicants who are members of protected groups receive proper consideration in the selection process and are not discriminated against in any way. Should there be an inadequate representation of minority and female applicants, it may be necessary to reopen the search or extend the deadline for applications.

For faculty and administrative/professional positions the director will notify the chair of the selection committee of any other-race applicants so that direct contact can be made as stipulated in SBR Guideline P-010. For other positions the director will encourage those in charge of the selection process to interview qualified applicants who are members of protected groups and may ask for additional information on the reasons for selection if it appears that a woman or minority applicant has equal or better qualifications than the applicant recommended for hire.

At the completion of the selection process for faculty and administrative/professional positions the chair of the selection

committee must complete an Affirmative Action Review form and submit it with the committee's recommendation and the application materials of the successful candidate to the appropriate administrative officer, who will forward the material to the AA Director for verification that an approved process has been followed (see Special Recruiting Efforts, E). For administrative/professional positions the material must also include the Applicant Rejection form and the Reference Checks and Interview Notes forms. For other positions, applications, Reference Checks and Interview Notes forms, and the Applicant Rejection form are returned to Personnel with the recommendation.

A recommendation to hire will not be sent to the President for approval until all the appropriate paperwork has been completed and has been reviewed by the AA Director.

Evaluation of Applicants

The search committee, administrative officer, director, or other individual reviewing applications shall evaluate the applicants according to the requirements listed in the position announcement.

Interview Process

The chair of the search committee, administrative officer or other interviewed will notify Personnel of the names of applicants to be interviewed and dates and times for scheduling appointments with them. Personnel will arrange interview times with the applicants chosen. The preemployment inquiry guide should be reviewed by persons conducting interviews, and the Interview Notes form must be used. Before an applicant can be recommended for employment at least three reference checks, including two from previous employers, must be made and results noted on the Reference Checks form. Once the interview process has been completed and the search committee, administrative office, etc., has made a decision as to who will be recommended to the President for hire, the Applicant Rejection form should be completed by coding each applicant with the most appropriate statement, signed and returned with the applications, Reference Checks forms, and Interview Notes forms to Personnel. For administrative/professional positions the AA Review form must also accompany the recommendation. The AA Director will review all material to assure that proper AA procedures have been followed and that all applicants have been treated fairly in the selection process.

Notification to Unsuccessful Applicants

The Personnel office will provide written notification to unsuccessful applicants informing them that the position has been filled.

Employment Process

Personnel will prepare three copies of the Notice of Appointment and Agreement of Employment (PPM Form 5:022:g), which with the Personnel Request form, application materials of the successful candidate, and the AA Review form (where appropriate) will be forwarded to the President, who makes the final hiring decision. The President will not sign an NAAE unless all the material, with forms properly executed and signed, accompany the recommendation to hire. After the President signs the NAAE letter, it is returned to Personnel. Until the President signs the NAAE, the employment process is not complete: no commitment whatever may be made to applicants recommended for hire and they may not start work until after the NAAE is signed. Personnel will notify the successful applicants that they have been recommended for hire and that, as stated at the bottom of the NAAE, they should contact their supervisor to determine the date to begin work. Prior to reporting to work, new employees should stop by Personnel to sign their NAAE and complete other employment paperwork. If it is not convenient for the applicant to come by Personnel to sign the NAAE, the copies will be mailed to the applicant for his/her signature. The applicant will keep one copy and return two copies to the Personnel office at which time a copy will be sent to the department filling the position.

TO: _____ Dean, Director or Manager
 _____ Vice President
 _____ Personnel Officer

1. It is requested that budget position No. _____, Account No. _____,
Title _____, be filled effective _____,
() Position (was) (will be) filled effective _____,
Reason: _____,
Effective date: _____,
() Position was not previously filled.

() Permanent; () Temporary _____
(indicate No. of days, weeks or months)

() Full time; () Part time _____
(indicate percentage of full time)

3. Recommended salary per salary schedule is \$_____per () Year,
() Month, () Hour.

4. Remarks: _____

Signature of Dean, Director, or Manager

Signature of Vice President

Codes for Applicant Rejection

- A. Qualifications do not meet requirements for present job opening. EXHIBIT 5
B. Test scores did not meet minimum for position.
C. Work history not satisfactory for position for which applied. (Please specify in "General Comments" below.)
D. Qualified for job, but proposed applicant has more job related experience.
E. Qualified for job, but proposed applicant has more job related education/training.
F. Did not appear for interview.
G. Refused position.
H. Failure to meet application deadline.
I. Failure to submit proper forms, resume or other information requested for position.
J. Failure to take appropriate test for position.
K. Other. (Explain in "General Comments" below.)

AUSTIN PEAY STATE UNIVERSITY
APPLICANT REJECTION FORM

Directions: Use of Applicant Rejection Form and Codes

1. List all applicants on the Applicant Rejection Form and proceed toward selecting the most qualified applicant for your department or division. After your final selection, select the reason(s) listed from the Codes which most closely represents your rejection of all other applicants.
2. Place the letter or code which represents your reason(s) for rejection on the Applicant Rejection Form by the applicants name and in the column labeled Code.
3. Follow this procedure for every applicant interviewed and then return the completed form to the Personnel Office.

AUSTIN PEAY STATE UNIVERSITY
APPLICANT REJECTION FORM

Position Title _____ Date _____
Department _____ Application Deadline _____

Applicant	Code

Applicant	Code

General Comments: _____

Final Action/Applicant Selected: _____

Signature of Department Head _____ Date _____

PLEASE RETURN TO PERSONNEL OFFICE IMMEDIATELY AFTER INTERVIEWS

Position _____

Applicant Data Log

[illegible]

Austin Peay State University

REFERENCE CHECKS

Name of Applicant _____

Position Applied for _____

Telephone References

References Contacted _____ Phone _____

Type of Reference _____ Professional _____ Former Employer _____ Personal

Information Obtained (work performance, honesty, attendance, punctuality, cooperation, etc.)

Call Place By _____

Date _____

Written References Attached

AUSTIN PEAY STATE UNIVERSITY

Interview Notes

Name of Applicant:

Position Applied for:

(Note briefly topics discussed, questions asked and answers received)

Based on Interview:

Applicant's Strong Points

Applicant's Weak Points

Overall evaluation (circle): strong candidate; good; acceptable; unacceptable.

Signature _____ Date _____

AFFIRMATIVE ACTION REVIEW

POSITION: _____
DEPARTMENT: _____

1. Attach position description with selection criteria.
2. Attach advertisement. (If different from above.)
3. List publication in which ad appeared:

4. Attach list of other means used to announce vacancy.
(Telephone calls, flyers, job placement services, etc.)
5. List solicitation of nominations from institutions, groups, individuals likely to generate other race applicants.
(Attach list of institutions or groups and copy of letter or flyer sent, names of persons contacted by phone, etc.)
6. Self-Identification Request: Sent? _____ Contact with Affirmative Action Office about other-race respondents?

7. List other-race applicants, potential and actual, contacted directly and means of contact. (Telephone, letter, personal interview.)

NAME	TYPE OF CONTACT
_____	_____
_____	_____
_____	_____

8. Applications Received:

RACE	SEX
	<u>MALE</u> <u>FEMALE</u>
Black	
White	
Other	
Unknown	

Total Applications: _____

9. Makeup of Selection Committee

RACE	SEX	
	<u>MALE</u>	<u>FEMALE</u>
Black		
White		
Other		

10. Reasons for Failure to Hire

A. For Administrative Positions:

Applicant Rejection Form completed and returned to
Personnel/AA Office _____

B. For Faculty Positions:

Employment Information Forms completed and on file in
department _____

11. Recommended Candidate:

NAME	SEX	RACE
_____ Chair, Search Committee	_____ Date	
_____ Chair, Department*	_____ Date	
_____ Dean, Director	_____ Date	
_____ Affirmative Action Officer	_____ Date	
_____ Vice President	_____ Date	

*Academic Appointment Only

STATE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE

AUSTIN PEAY STATE UNIVERSITY

NOTICE OF APPOINTMENT AND
AGREEMENT OF EMPLOYMENT



TO: _____

This is to confirm your appointment to a position approved by the State Board of Regents as _____ at a salary of \$ _____ per _____, subject to the terms and conditions hereinafter set forth and your acceptance thereof:

1. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as this institution through its representatives may from time to time direct. You further agree to perform faithfully the duties assigned to you to the best of your ability, and to devote your full time to this institution, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this institution.
2. The above stated salary is payable at the above rate in accordance with institutional policies.
3. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the State Board of Regents, and the policies and requirements of this institution.
4. A probationary period of six (6) months is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice if, in the opinion of this institution, your services do not meet the required standard of work. Following the six-month probationary period, this agreement may be terminated upon _____ days notice by either party. The institution reserves the right to impose a probationary period at any time during the term of your employment, during which advance notice of termination would not be applicable.

5. The following special conditions shall govern this appointment:

You must signify your acceptance of this appointment under the terms and conditions set forth by signing each copy of this notice and returning them to the office of the president within fifteen days after the date of this notice.

Date

President

I accept the appointment described above under the terms and conditions set forth.

Date

Appointee

If you accept this appointment, please contact your immediate supervisor to find out when you start work.