

Operational Area:	Employment
Responsible Executive:	Chief Operations Officer
Responsible Office:	Human Resources Office
Effective:	July 1, 2019

## **Recruitment and Appointment of Administrators and Staff**

### Employment

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#### **I. Introduction**

- A. **Authority:** C.R.S. § 23-54-102, *et seq.* (2019) authorizes the Trustees of Metropolitan State University of Denver (MSU Denver) to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** This policy states principles and guidelines for recruiting and appointing University administrators and staff.
- C. **Scope:** This policy applies to University administrators and staff exempted from the State of Colorado personnel system in accordance with C.R.S. § 24-50-135.

#### **II. Roles and Responsibilities**

- A. **Responsible Executive:** Chief Operations Officer
- B. **Responsible Administrator:** Chief Human Resources Officer
- C. **Responsible Office:** Human Resources Office
- D. **Policy Contact:** Chief Human Resources Officer, 303-615-0999

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### **III. Policy Statement**

#### **A. Equal Opportunity**

1. The process of developing a position announcement, screening applicants, interviewing applicants, and making appointment recommendations will adhere to the Metropolitan State University of Denver Equal Opportunity Plan.
2. Each applicant for a position has the right to be considered solely on the basis of the applicant's merit and qualifications for the position.
3. If an applicant believes that the applicant has suffered discrimination prohibited by Federal or State law or the University's Equal Opportunity policies, the applicant may seek relief through the Equal Opportunity grievance procedure or through an external equal opportunity enforcement agency.
4. Position classifications that tend either to segregate persons by race, color, religion, sex, age, national origin, sexual orientation, disability or Vietnam-era or disabled veteran status or to deprive such persons of benefits accorded others will be rigorously avoided.
5. Vigorous and systematic efforts to identify qualified minorities, women, disabled, and Vietnam-era and disabled veterans and to encourage them to apply for positions at the University must be pursued. The University will recruit candidates from a broad base of specialized sources including local, state, and national minority, women's, handicapped, and veterans' groups. Minorities, women, and members of other protected classes should be recruited for all positions and not only for those positions in which they have traditionally been employed.

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**B. Oath or Affirmation of Allegiance.** The following procedures are prescribed by the Trustees in accordance with C.R.S. § 22-61-104.

1. The oath or affirmation shall be administered to all persons employed by the University in teaching positions regardless of the length of the employment period. This shall be construed to include all ranked and unranked personnel, and any other persons engaged in teaching, whether on campus, extension, or correspondence, and whether for credit or non-credit. Any person employed to teach who is a citizen of a nation other than the United States shall not be required to take the oath or affirmation. The oath or affirmation shall state as follows: "I solemnly swear or affirm that I will uphold the Constitution of the United States and the Constitution of the State of Colorado, and I will faithfully perform the duties of the position upon which I am about to enter."
2. The oath or affirmation shall be administered before entering upon teaching duties.
3. The oath or affirmation shall be in writing and needs to be administered only once. Only one copy of the form is required and that copy shall be retained by the University as part of the employee's personnel file indefinitely (or until such time as the law is changed).
4. The oath or affirmation shall be administered by any person authorized to administer oaths in the State of Colorado. This includes judges, court clerks, and notaries public.



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### C. Recruitment

1. The hiring authority is responsible for coordinating candidate recruitment with the Office of Human Resources.
2. Job Descriptions
  - a. Job descriptions should specify the areas in which applicants are required and/or expected to possess expertise or competence, together with other qualifications that reliably predict job performance, and specific job duties.
  - b. The Chief Human Resources Officer may disapprove job descriptions that unlawfully discriminate against protected classes. The Chief Human Resources Officer shall not disapprove job descriptions on the basis of a perceived discriminatory impact where such impact is attributable to legitimate, bona fide job qualifications.
3. Recruitment must be an active process, communicating the University's staffing needs to prospective candidates through: (a) responsible public advertising, including advertisements in professional periodicals and appropriate minority, women's, disabled, and veterans' publications; (b) reasonable correspondence with colleges and universities, including minority and women's colleges; and (c) reasonable contacts with employment agencies or professional associations, including minority, women's, disabled, and veterans' groups.
4. Relationship by blood or marriage shall constitute neither an advantage nor a disadvantage regarding employment. However, candidates may not be selected directly by a relative or subsequently supervised directly by a

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relative. For the purposes of this paragraph, relationships include grandparent, parent, spouse, child, brother, sister, aunt, uncle, niece, nephew, and first cousins.

**D. Temporary Administrators and Staff Not Paid on a Per Credit Hour Basis**

1. Full-time positions not expected to be permanent, other than those paid on a per credit hour basis, shall be advertised at least locally.
2. Job descriptions shall be sent to protected class organizations and periodicals in the search area.

**E. Search Policies and Procedures**

1. Search Committees
  - a. Search committees for deans, vice presidents, and other administrators with rank equivalent to, or higher than, dean/director shall be appointed by the President.
  - b. The search committee shall undertake such duties and make such recommendations as are requested by the President.
  - c. One member of the search committee shall be responsible for seeing that the search committee complies with affirmative action policies and procedures.
  - d. Every decision to reject a candidate at any level of the search process must be in writing and include the reasons for the decision.
  - e. All reporting forms required by the Office of Human Resources must be completed.

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### 2. Internal Searches

- a. The hiring authority may choose to fill a position through an internal search to foster upward mobility within the University.
- b. If the hiring authority uses an internal search, the appropriate vice president must be advised in writing of the reasons for the recommendation.
- c. If the vice president concurs with the decision and the President approves the vice president's recommendation, the position will be announced to all personnel at the University.
- d. All applications from current part-time and full-time personnel must be given consideration.
- e. The announcement must be posted at least ten days before the application deadline.

### 3. External Searches

- a. All external searches for exempt positions will be national in scope.
- b. The President may grant exemptions authorizing a regional or local search if a national search would be inappropriate or if financial consideration prohibits it. Such exemptions must be provided in writing.
- c. Position announcements will be sent by the appointing unit to professional organizations and to periodicals with national, regional, or local circulation, depending on the scope of the search. Position announcements will also be sent by the Chief Human Resources Officer to those national, regional, or local

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programs, agencies, and organizations listed by the Office of Equal Opportunity that serve protected class constituencies.

### 4. On-campus Interviews

- a. The final stage of any search process will involve interviews on campus unless an exemption is granted by the President. The President's reasons for granting an exemption must be documented in writing.
- b. Normally, at least the top two candidates for a professional position will be granted on-campus interviews.
- c. Interview expenditures must be approved and funded by the appropriate vice president.
- d. Candidates shall be informed by the hiring authority of the interview expenses that will be reimbursed by the University.

### 5. Salary upon Appointment

- a. Human Resources will provide the hiring authority an initial salary recommendation to the Hiring Authority. The Vice President has the authority to offer a salary other than the recommendation with final approval by the President.
- b. In determining a new appointee's salary, the appointee's education and experience is reviewed and compared to the position requirements, the University and department's salary structure, the salaries and skill sets of comparable administrators in the particular area, market demand, and other pertinent factors.
- c. Each year the Office of Human Resources will provide salary information to the vice presidents based on annual survey data



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appropriate to the recognized peer group approved by the University and Board of Trustees.

6. Objections. Objections to the search process shall be made in accordance with the procedure set forth in the Affirmative Action Plan.
7. Record-keeping. The hiring authority must retain all screening records for each candidate for a period of no less than three years and make such data available to the Chief Human Resources Officer upon request.

### **F. Appointment of Administrators**

1. Criteria for Initial Appointment
  - a. Educational and experiential requirements for administrators at initial appointment are determined by program needs and the functional areas of the University.
  - b. Such requirements may differ significantly from one functional area to the next and may change as program needs change.
  - c. The hiring authority shall establish specific criteria at the time the position is established.
  - d. Internal and external searches are the preferred method of filling vacancies and new positions. The President may approve an alternate method for a compelling reason.
  - e. Vacant administrative positions will be advertised within two years of the vacancy unless the President authorizes a longer period for an interim assignment.



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### 2. Rank and Tenure

- a. Academic rank may be conferred on qualified administrators by the President after consultation with the affected department chair and dean and the Provost.
- b. Tenure may be conferred upon eligible administrators in accordance with the procedures contained in the tenure section of the Faculty Employment Handbook.

### 3. Salary and Workload

- a. Salaries for administrators at initial appointment shall be commensurate with education and experience, comparable positions, market demand, University resources, and other pertinent data.
- b. Fulltime administrators will work a minimum of 40 hours per week.

### 4. Promotions

- a. Promotion is defined as an upgrade in title in a recognized institutional progression/hierarchy.
- b. The hiring authority may initiate a promotion without advertising provided that the following criteria are satisfied.
  - i. Additional duties justify an upgrade in title;
  - ii. The appropriate vice president concurs with the decision and the President approves the vice president's recommendation; and
  - iii. The person chosen is more qualified than the other employees in the department/division/unit, as demonstrated through the use of evaluations and other appropriate materials.

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#### **IV. Policy History**

- A. **Effective:** July 1, 2019
- B. **Revised:** This policy supersedes Chapter IV of MSU Denver's *Handbook for Professional Personnel*, July 1, 2017.
- C. **Enacted:** February 2, 2005
- D. **Review:** This policy will be reviewed every three years or as deemed necessary by University leadership.

#### **V. Policy Approval**



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Janine Davidson, Ph.D.  
*President, Metropolitan State University of Denver*

N/A

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*Chair, Board of Trustees, Metropolitan State University of Denver*