

Recruiting Issues In Brief
Office of the Provost and Vice President for Academic Affairs
in collaboration with the
[Office of Equity and Diversity \(OED\)](#)

Guiding Principle of Recruiting

- Protection of Equal Employment Opportunities is paramount even in time of budget restrictions.

Frontline Affirmative Action Officers

- As contracting officers, Deans have primary responsibility for overseeing Equity and Diversity and EEO obligations at the college level.
- Safeguards are implemented and monitored at the college level to assure University, Equity and Diversity and EEO policies and procedures are followed.
- Dean-appointed representatives oversee recruiting procedures and interface with OED.

Critical Nature of Recruitment Process in Establishing Valid Search (*See Position Recruitment Plan*)

- Recruitment Plan encompasses a variety of sources and media.
- Referrals generated through inter-institutional relationships can be an effective mechanism in attracting diverse and talented applicants.

Electronic Recruitment and Submission of Applications and Credentials

- Electronic submission of applications and credentials are acceptable, however letters of reference must be original and current. Original copies of all documents are best and should be included in search files for committee consideration.

Deadlines for Applicants and Nominees

- With rare exception, faculty positions and most administrative and staff position announcements must indicate a specific postmark date as the deadline.
- Deadlines for applications should not be posted as “until filled.” Permission for open-ended searches may be requested in writing to OED detailing the reasons for leaving the search open.
- Application deadlines apply to all applicants equally. Individuals nominated for faculty positions will be notified by letter upon receipt of their nomination. Their credentials must be received for committee review by the date specified in the position announcement.

EEO Data Reporting Procedures and Requirements (*See EEO Data Form*)

- Federal mandate requires that information received from each applicant will be entered into the Applicant Tracking System in order to assess the effectiveness of recruiting procedures and to create a profile of individuals hired by BGSU. Current data problems that put the University at risk for an external audit include:
 - √ Inaccurate input by academic unit and/or Human Resources,
 - √ Incomplete input by academic unit and/or Human Resources,
 - √ Insufficient data-management system at the University level, and
 - √ Inadequate resources to accommodate data management and standardization.

By-Invitation Appointments (*See policy*)

- Contracting official must provide compelling justification for search waiver to request approval of the Provost/VPAA and OED Director.

Distinction between Interim and Acting Positions (*See policy*)

- Interim: A temporary appointment to a vacant position until a permanent appointment is made.
- Acting: A temporary appointment to a position vacated by an incumbent who is expected to return to the position, at which time the acting appointee will return to his/her former position.