

Policy on Employee Recruitment, Selection, and Hiring

Policy Title	Policy on Employee Recruitment, Selection, and Hiring
Policy #	02.001.1
Policy Owner	Assistant Vice President for Human Resources Administration
Contact Information	Questions regarding this policy should be directed to the Assistant Vice President for Human Resources Administration at (401) 874-5271
Approved By	University of Rhode Island Board of Trustees
Effective Date	July 1, 2024
Next Review Date	No later than June 30, 2029
Who Needs to Know About this Policy	All Employees of the University, as well as prospective Employees
Definitions	<p>Appointment Letter. A document used to make an offer to a candidate that shall, when completed and executed by both parties, include all terms and conditions of the hiring offer and shall be considered the entire agreement relative to that hire. Appointment Letters are sometimes referred to as “offer letters.” For the purposes of this policy, all rules or requirements relative to Appointment Letters shall apply to employment contracts where these documents are used to memorialize the hire.</p> <p>Authorized Signatory. An individual who is an “Authorized Signatory” under the policy on “Approval and Execution of Contracts and Other Binding Documents” (as amended from time to time), as well as authorized delegates under that policy.</p> <p>Casual Employee. Limited-term Employees who provide services to the University on an intermittent or short-term, as-needed basis, with a specified end date or specific period of employment.</p> <p>Classified Employee. Employees in the state service at the University of Rhode Island who are subject to the State Merit System Act as defined within RIGL §§ 36-3 and 36-4, in addition to University policies.</p> <p>Employee. For the purposes of this policy, any person employed by the University, including Faculty and Staff, regardless of the source of funds within the University. The term Employee includes Casual Employees, Part-Time Faculty, Postdoctoral Fellows, and Graduate Assistants, but excludes student employees hired through URI Enrollment Services and the Center for Career & Experiential Education. See also Classified, Non-Classified, and Casual Employee, and Part-Time Faculty definitions.</p>

	<p>Faculty. Employees directly involved in the instructional mission of the University with direct participation in or supervision of teaching, librarianship, and/or research and creative activities within the University and paid by or through the University of Rhode Island. For the purposes of this policy, the term Faculty does not include Part-Time Faculty.</p> <p>Hiring Department. The primary department (or college if a non-departmental college) in which the Employee will be employed.</p> <p>Hiring Manager. The individual responsible for determining hiring needs and managing or delegating the administrative work in compliance with this and other University policies relative to hiring and employment at the University of Rhode Island. Hiring Managers have supervisory authority over the relevant position and must be 1) the University President or Provost, or 2) direct reports to the University President or Provost, or 3) their direct reports, or 4) Principal Investigators hiring for positions with sponsored awards or third-party funds under their control.</p> <p>Non-Classified Employee. Employees of the University of Rhode Island Board of Trustees who are not considered Classified Employees under RIGL § 36.</p> <p>Part-Time Faculty. Instructional Employees hired on a semester-to-semester, per-course basis.</p> <p>Position Description. A written description of the most important features of an Employee’s position that includes a description of the work performed and the general duties and responsibilities, as well as the skills necessary and minimum qualifications required to do the job. Position Descriptions may describe a single role (e.g., Chief Information Officer) or multiple roles across the University (e.g., Lab Technician II). Position Descriptions are maintained by the Office of Human Resources Administration.</p> <p>Required Minimum Qualifications. Professional qualifications for a position that are noted in the Position Description and indicate the baseline measurable skills, education, or professional certification(s) or licensing required for a successful candidate.</p> <p>Search Chair. The individual who may be appointed by the Hiring Manager (unless specified differently herein) to complete a search and who will be the primary administrative coordinator for a search. When a search committee is used, the Search Chair establishes the committee membership. For the purposes of this policy, any procedural requirements noted for a search committee apply equally to a Search Chair in instances when a search committee is not used.</p> <p>Staff. Employees, both Classified and Non-Classified, who are not Faculty.</p>
<p>Statutes, Regulations, and Policies Governing or</p>	<p>RIGL §§ 36-3, 36-4 (Merit System Act)</p> <p>RIGL § 16-32-2 (Board of Trustees Established)</p>

Necessitating This Policy	The University Manual
Reason for Policy / Purpose	To provide guidance and requirements for the recruitment, selection, and hiring of Employees at the University of Rhode Island
Forms Related to this Policy	N/A

Policy Statement

The University of Rhode Island (also, “University”) hires Employees for a wide range of services to meet its mission. The University employs teaching and research Faculty and Staff, operational and administrative Staff, and academic and administrative leaders in full-time, part-time, and salaried and hourly positions. This policy describes the provisions for recruiting, selecting, and hiring individuals for these roles at the University of Rhode Island.

This policy addresses Employees in three general categories, Classified Employees, Non-Classified Staff (who may be union or non-union affiliated), and Faculty (who are technically a class of Non-Classified Employees of the University).

The terms of this policy apply equally to the recruitment, selection, and hiring of all prospective Employees of the University of Rhode Island (e.g., Faculty and Staff, Classified and Non-Classified), unless otherwise specified herein. In the event of a conflict between this policy and any specific requirement of a current collective bargaining agreement, the agreement shall prevail.

Casual Employees, Part-Time Faculty, and Graduate Assistants are covered in a separate section of this policy (see Section 14). Any elements of this policy that apply to all Employees apply to these classes of Employees unless otherwise specified herein. Postdoctoral fellows are limited-term Non-Union Non-Classified Staff.

1. Affirmative Action and Equal Employment Opportunity

The University of Rhode Island is actively committed to affirmative action and equal opportunity. The University’s Office of Equal Opportunity (“OEO”) is responsible for leading enterprise compliance with the law and spirit of affirmative action and equal employment opportunity in all aspects of employment, including recruitment, selection, and hiring, ongoing service, and the administration of the University’s policy on “Nondiscrimination.” More information on Affirmative Action at the University of Rhode Island can be found [here](#).

All Employees and applicants have a right to equal opportunity in all terms, conditions, or privileges of employment, including, but not limited to recruitment, hiring, certification, appointments, working conditions, work assignments, promotions, benefits, compensation, training, transfers, layoffs, recall from layoffs, disciplinary actions, terminations, demotions, or requests for leave.

The Office of Equal Opportunity supports the recruitment, selection, and hiring process by reinforcing compliance with Title VII of the Civil Rights Act of 1964, as well as affirmative action compliance. Through this effort, OEO works with the University leadership to establish and measure recruitment goals and additionally offers training and educates those involved in the recruitment, selection, and hiring process to minimize bias and discrimination in all aspects of employment.

The Office of Equal Opportunity is not directly involved with the recruitment, selection, or hiring process as outlined below.

2. Position Descriptions

Position Descriptions are used to describe the duties, responsibilities, qualifications, and knowledge or training required for a specified position at the University. Position Descriptions are written to describe a job function, not an individual, and are used to identify operational functions at the University, understand relationships between positions (e.g., to define reporting structures and avoid duplication or gaps), and assist in the classification of positions and with organizational planning. For the individual in a position, the Position Descriptions explain expectations regarding work activities, output, responsibilities, and accountabilities and are the authorized identification of these expectations. Position Descriptions include the formal title of the position, job family (when such a classification exists), and a salary grade or range (unless that position is ungraded).

The presentation of this information differs across Classified Employees, Non-Classified Staff, and Faculty Position Descriptions, but the intent of the document is the same: to provide a descriptive interpretation of 1) the requirements and expectations of the Employee function in that position, and 2) the place of that position in the University's operational architecture.

Classified Employee Position Descriptions

Position Descriptions for Classified Employee positions are controlled by the State of Rhode Island, Division of Human Resources (see, [here](#)), which currently is the official repository for all current Classified Position Descriptions.

The University of Rhode Island does not currently draft, alter, or approve these Position Descriptions.

Non-Classified Staff Position Descriptions

Position Descriptions for Non-Classified Staff positions are controlled by the University of Rhode Island Board of Trustees. The Office of Human Resources Administration ("HR") is the official repository for all active and current Non-Classified Staff Position Descriptions.

Position Descriptions are drafted by the Hiring Manager (unless delegated, in which case the Hiring Manager must approve the new Position Description). The Office of Human Resources Administration must approve any new Position Description or changes to an existing one prior to the commencement of a search.

Position Descriptions may not be altered once a search has commenced. In order to change a Position Description mid-search, the search must be terminated, the current applicants notified, and the position is reposted and advertised.

Faculty Position Descriptions

Faculty Position Descriptions are unique to the academic position in a department. The Position Description developed at the time of a search, through procedures and requirements found in the current collective bargaining agreement covering Faculty, is considered the official Position Description for that position and shall remain tied to the successful candidate for that search to describe their required duties and responsibilities as well as qualifications and knowledge or training required for that position.

Position Descriptions for Faculty positions are controlled by the Hiring Department. The Office of Human Resources Administration is the official repository for all active and current Faculty Position Descriptions.

Position Descriptions are drafted by the Hiring Manager (unless delegated, in which case the Hiring Manager must approve the new Position Description) according to the provisions of the current collective bargaining agreement covering Faculty. The Office of Human Resources Administration must approve the Faculty Position Description prior to the commencement of a search.

Position Descriptions may not be altered once a search has commenced. In order to change a Position Description mid-search, the search must be terminated, the current applicants notified, and the position is reposted and advertised.

Reclassification

Any change to a Position Description outside of the search process described in this policy is considered a reclassification and is not addressed in this policy.

Required Minimum Qualifications

The Required Minimum Qualifications for a position are noted in the Position Description and indicate the baseline measurable skills, education, training, professional certification(s) or licensing, or other specified requirements essential for a successful candidate. Applicants must meet all Required Minimum Qualifications as described in the Position Description to be considered within a search.

The Position Description may indicate whether an individual in this position must have these qualifications at the time of application, hire date, or a specified period after the hire date. Generally, licenses required by a state or federal agency to practice in a specified field must be active at the date of hire. Other requirements may be allowed at a later date (e.g., a Faculty member might be hired with the expectation that the Ph.D. will be granted within a specified time frame). If the Position Description does not qualify the date or period necessary for a Required Minimum Qualification to be met, that qualification must be held by the applicant at the date of application.

A Position Description may include Preferred Qualifications that identify additional skills, certifications, or education useful in the position, but there is no requirement that these qualifications be met by the applicant or Employee at any time before or during the search process or after the hire date.

Casual Employees, Part-Time Faculty, and Graduate Assistants.

The University does not use Position Descriptions for Casual Employee positions. Duties for Casual Employees are described on the Internal Payroll Employment Form (IP-1), which must be signed by the Employee.

Part-Time Faculty and Graduate Assistants do not have Position Descriptions, but receive an Appointment Letter or contract describing their roles.

3. Posting / Advertising

All open positions will be posted on the University's HR "Jobs" webpage (<https://jobs.uri.edu/>) for a minimum of ten (10) business days, subject to the specifics of any search waiver (see below, Section 5).

Except for positions open only to internal applicants (see below), positions may also be advertised in appropriate print or online sources, through professional organizations, and via other avenues to broaden the pool of applicants to a regional, national, or international scope. The level of the position as well as market conditions will drive decisions on how broadly to advertise positions. Hiring Managers, in consultation with HR, shall determine the breadth of advertising.

All Non-Classified Staff and Faculty positions must be advertised outside of the University, unless this requirement is waived in writing by HR for a specific search, using criteria established in written procedures for this policy. All external advertising is considered a hiring expense and must be paid by the Hiring Department unless HR has available advertising channels through media buyers, in which case expenses incurred through these channels will be paid by HR. University Auxiliaries must pay the expenses associated with external advertising in all cases.

The Hiring Manager (or Search Chair [see Section 4]) shall provide a list of all intended external advertising to HR prior to the commencement of the search. The Office of Human Resources Administration is responsible for placing the majority of external advertising. Hiring Managers (or Search Chairs) may advertise open positions on professional organization job boards or via similar channels that are not available to HR or the University's approved media buyer; in these cases, the Hiring Manager (or Search Chair) must report these locations to HR in the initial list of advertising locations. Hiring Managers (or Search Chairs) may post announcements of vacancies on professional list-servs, through social media posts, or via other communication channels that are professionally appropriate. These notifications are limited to an announcement of the vacancy and a link to the University posting, unless otherwise approved by HR.

All advertising must include the following statement:

"The University of Rhode Island is an equal-opportunity employer committed to the principles of affirmative action. It is the policy of the University of Rhode Island to provide reasonable accommodation when requested by a qualified applicant or employee with a disability.

Internal Postings

Non-Classified Staff positions may be opened solely to Internal Applicants should HR determine that there is an adequate pool of qualified candidates within the University and the Hiring Manager chooses this option. A qualified pool includes all Employees who could meet the minimum qualifications for a position; the strength of the pool should be assessed regardless of the assumed availability or interest of possible candidates. There is no requirement that vacancies be posted internally,.

Postings open only to internal applicants must be posted on the HR "Jobs" webpage and must be marked "Internal Applicants Only" within their title. These vacancies may not be advertised outside of the University unless or until the position becomes open to external applicants.

Employees covered by collective bargaining agreements should refer to the specific sections of their agreements relative to internal hiring and mobility.

4. Hiring Managers

Hiring Managers have ultimate responsibility regarding a search process under their control, consistent with applicable collective bargaining agreements. They are responsible for the search process and are accountable for compliance with this and other University policies associated with Employee hiring. Hiring Managers may, however, delegate the search tasks to a Search Chair who is responsible to the Hiring Manager for full compliance with the search process.

While a Hiring Manager may be a member of a search committee or act as Search Chair, there is no requirement that they do so.

In instances where there is no requirement for a search committee (see Section 5), the Hiring Manager is the responsible party for the administration of the search process, though the tasks may be delegated to a Search Chair.

Search Chair

The Search Chair is the individual responsible for the completion of a search and who will be the primary coordinator of all administrative search functions. The Search Chair may be the Hiring Manager, or an individual appointed by the Hiring Manager, or as described in an applicable collective bargaining agreement.

The Search Chair is responsible for all administrative tasks relative to the search, including any updates to the Position Description and its review and approval by the Hiring Manager; the coordination of all advertising, applicant documents, scheduling, and interviewing; and all interface with HR (or other University offices as required). The Search Chair is responsible for establishing the search committee membership (when a search committee is used).

Any search may have both a Chair and a co-Chair to share administrative responsibilities.

For the purposes of this policy, any requirements noted for a search committee apply equally to a Search Chair in instances when a search committee is not used.

Classified Employees

The Hiring Manager for Classified Employee searches is responsible only for seeking budgetary approval to fill the position in question. The role of the Hiring Manager is otherwise controlled by the state Merit System Act (RIGL §§ 36-3, 36-4). The Office of Human Resources Administration is responsible for the search/screening process, including the final drafting and execution of Appointment Letters.

Non-Classified Staff

Regardless of any delegation of duties to a Search Chair, the Hiring Manager for Non-Classified Staff searches is responsible for:

1. Seeking budgetary approval to fill the position.
2. The initial review and approval of the Position Description used for the current search, subject to final approval by HR;
3. Reviewing the preferred candidate(s), when presented by a Search Chair, and making the final hiring determination;
4. Negotiating the hiring offer to the preferred candidate, unless the Hiring Manager delegates this action to the Search Chair;
5. Coordinating the terms and conditions of the offer with HR, who shall draft the Appointment letter for the preferred candidates based upon those terms and conditions.

Faculty

Regardless of any delegation of duties to a Search Chair, the Hiring Manager for Faculty searches is responsible for:

1. Seeking budgetary approval to fill the position.
2. Reviewing the preferred candidate(s) presented by the department chair or Search Chair in a non-departmental college and making a hiring recommendation to the Provost (who shall have the power to approve or disapprove the appointment as well as the recommended salary offer, start-up package, and other terms and conditions of employment);
3. Negotiating the offer with the preferred candidate, unless the Hiring Manager delegates this action to the Search Chair;
4. Drafting, in conjunction with the Office of the Provost, and transmitting the Appointment Letter to the preferred candidate, unless the Hiring Manager delegates this action to the department chair or Search Chair, using a template provided by the Office of the Provost.

In Colleges with departments, the Search Chair is appointed by the department chair. For Colleges without departments, the Search Chair is appointed by the Hiring Manager.

5. Searches and Search Committees

All positions, excepting Casual Employees, Part-Time Faculty, and Graduate Assistant positions, or as otherwise specified in this policy, require a search following the rules and guidelines found in this policy. In certain instances, HR may waive the requirement for a search. A search waiver must be documented in writing and must include a justification for the waiver, a job description, and resume of the proposed hire. Search waivers may only be granted by HR, using criteria established in written procedures for this policy.

Search committee members for all Non-Classified Staff and Faculty searches must complete a search procedures training prior to participating in a search. Search procedures training shall be administered jointly by HR and OEO. Search Committee members, as well Hiring Managers, must have completed the search procedures training within two (2) years prior to the start of a search.

Classified Employee Searches

Most searches for Classified positions are controlled by specific articles in the collective bargaining agreement associated with that position. The search process is centralized within HR, though members of the Hiring Department may serve on a screening committee if there are no lateral transfers to the position in question.

Non-Classified Staff Searches

Search committees are required in searches for all Non-Union Non-Classified Staff position with a Salary Grade 10 or higher (or Grade 10 equivalent for ungraded positions, as determined by HR).

Search committees are not required in searches for Non-Union Non-Classified Staff positions with a Salary Grade below Grade 10, however their use is recommended for complex positions or those with high visibility across the University or with the public.

Union Non-Classified Staff searches will follow the search requirements found in current collective bargaining agreements. If the agreement does not specify search requirements, the search will follow the requirements for Non-Classified Staff searches outlined in this policy.

Unless specified otherwise by a relevant current collective bargaining agreement, search committees for Non-Classified Staff must have a minimum of three (3) members, its membership must include individuals with specialized knowledge relative to the position and comply with the language in Section 1 of this policy regarding Affirmative Action and Equal Opportunity in Employment, and its composition must be approved by HR. Search Committee membership for University Officers as identified in the University of Rhode Island Board of Trustees Bylaws may have additional requirements (See the University Manual, Chapter 2).

Faculty Searches

All Faculty searches require a search committee unless 1) the search is for research Faculty, 2) a search committee is otherwise excluded by a current relevant collective bargaining agreement, or 3) the requirement is waived by HR.

Due to the nature of Faculty positions, searches for these positions may be slightly different from other Non-Classified Staff searches. For example, the timing of these searches may be dependent on the schedules of professional organization meetings; or search committees may focus more on professional specialization than operational breadth; or the search may seek less University-wide community input than would be sought for a high-level administrative position. Nonetheless, Faculty searches must follow all University guidelines and protocol for the recruitment, selection, and hiring of University Employees including all terms of this policy as well as any search requirements found in collective bargaining agreements that control the position in question.

Unless specified otherwise by a current collective bargaining agreement, search committees for Faculty searches must have a minimum of three (3) members, its membership must include individuals with specialized knowledge relative to the position and comply with the language in Section 1 of this policy regarding Affirmative Action and Equal Opportunity in Employment, and its composition must be approved by HR.

6. Selection / Interviews

The requirements of this section apply to all searches unless the requirement for a search has been waived or the search process is otherwise controlled by a relevant current collective bargaining agreement or specific requirements (relative to candidate selection and the interview process) of the state Merit System Act.

Candidate Pools

Only applications received through HR and its current applicant tracking system may be considered for inclusion in an applicant pool. Should resumes be received directly by the Search Chair, including those submitted at conferences, the Search Chair should advise applicants to apply to the position through the required channels.

Interviews

The candidate interview process may differ between Non-Classified Staff and Faculty searches, as well as between different levels of positions. However, all interviews must be consistent across candidates, providing the same structures, the same lines of query, and the same opportunities. For example, if initial interviews are determined to be virtual, the initial interview must be virtual for all candidates, regardless of the candidate's location. As another example, if candidates are asked to provide an on-campus presentation, writing sample, or other exercise to display competency, all candidates must be asked to complete the same task in terms of effort and output. The Hiring Manager, in consultation with HR, may make exceptions to this rule in exceptional circumstances.

When a search committee is used, search committee members are expected to attend candidate interviews scheduled with the search committee. Search Chairs should consider replacing any committee members who habitually are unavailable for candidate interviews or other search committee work.

Selection

Required Minimum Qualifications: The Required Minimum Qualifications for a position are noted in the Position Description and indicate the baseline measurable skills, education, or professional certification(s) required for a successful candidate. Note that the Position Description should indicate if the applicant must have these Qualifications, particularly educational requirements, certifications, or licenses, at the time of application, hire date, or a specified period after the hire date. (Licenses must generally be active at the date of hire.) In the rare occasion an employment decision must be made considering sex, religion, or national origin because sex, religion, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the particular business or enterprise, approval must be requested from HR prior to posting the position and establishing minimum qualification requirements. Race and color are never bona fide occupational qualifications. (See 42 USC § 2000e-2.)

The candidate pool includes all applicants who meet (or, as appropriate, indicate they can meet) the Required Minimum Qualifications for the position as noted in the Position Description. From the candidate pool, the search committee may choose a smaller pool of semifinalists for interviews. The selection of semifinalists must be approved by HR. Depending upon the nature of the position, the size of the pool, and the preferences of the Search Chair, the search committee (or Chair) may narrow the semifinalist pool to a smaller group of finalists. From this smaller pool, the search committee (or Chair) will choose the preferred candidate(s) for presentation to the Hiring Manager.

The Hiring Manager may require alternate or additional candidates be added to the Search Chair's presentation of the preferred candidate(s) so long as those candidates were a part of the candidate pool and meet the Required Minimum Qualifications as described in the Position Description.

The selection of semifinalists, finalists, and the successful candidate must be based upon the individual's qualifications and abilities to undertake the tasks associated with the position in question. Search Chairs or search committee members are prohibited from selecting candidates at any point in the search process based on the candidate's protected status, or lack thereof, unless in accordance with a required bona fide occupational qualification that is consistent with business necessity per 42 USC § 2000e-2.

Salary History. Hiring Managers, Search Chairs, and search committee members may not rely on the wage history of a candidate when deciding whether to consider the candidate for employment or in determining the salary upon hire. Additionally, Hiring Managers, Search Chairs, or search committee members cannot seek the wage history of a candidate or require that a candidate's prior wages or salary meet minimum or maximum criteria for consideration. However, wage or salary history may be considered after an initial offer is made to justify increasing the compensation offered if that wage or salary history is voluntarily provided without prompting from the Hiring Manager or others involved in any component of the search. (See RIGL § 28-6-22.)

Hiring Managers must provide a wage or salary range for a position upon a candidate's request and should provide a wage or salary range to the preferred candidate prior to discussing compensation (RIGL § 28-6-22(c)).

7. On-Campus Visits

The Hiring Manager shall determine when a campus visit, which may include additional interviews, a community presentation, or other elements, is preferred as a component of a search. When a campus visit is a component of a search, the visit must be offered to all finalists and the visit must include the same elements (and types of support) for all candidates. Should a candidate be unable to travel, alternative arrangements may be made so long as the elements required for the visit (e.g., additional interview, community presentation, etc.) for other candidates are the same as those required of the non-traveling candidate. The Hiring Manager, in consultation with HR, must approve this alternative arrangement.

The costs for an on-campus visit, which may include candidate travel, meals, lodging, lunch or dinner for the candidate with other University Employees, and incidentals, are considered hiring expenses and must be paid by the Hiring Department. Expenses associated with an on-campus visit must be reasonable and documented.

Campus visits for Faculty positions shall be conducted in accordance with requirements regarding such visits provided in any applicable current collective bargaining agreement.

8. Recommendations to Hire / Offer of Employment

In all instances, the Search Chair, or department chair where applicable, will make a recommendation to hire to the Hiring Manager. At the Hiring Manager's discretion, this recommendation may be for a single individual or a slate of preferred candidates. When a slate of preferred candidates is presented, they shall be presented to the Hiring Manager ranked or unranked depending upon the preference of the Hiring Manager or the requirements of a current controlling collective bargaining agreement for that hire.

Appointment Letters

Appointment Letters, or in certain instances written contracts for employment (e.g., for the, Director of Athletics and Athletics coaches), are to be prepared for all offers of employment, except for Casual Employees. For the purposes

of this policy, all rules or requirements relative to Appointment Letters shall apply to employment contracts where these documents are used to memorialize the hire.

Appointment Letters are prepared by the Hiring Manager (unless specified differently below) and must receive final approval by HR. The Appointment Letter shall contain all terms of the hire, including salary, term, start date, a statement of compliance with University policies, and any exceptions and special conditions. The Appointment Letter, once signed by both the University and the candidate (where required) shall contain all terms and conditions of the hire and will be considered the entire agreement; no other agreements outside of the letter will be honored, unless these additional agreements are specified in the Appointment Letter (for example, negotiations for startup funding may still be under negotiation and will be specified in a separate agreement).

Classified Employees. For Classified Employees, HR drafts and signs the Appointment Letter. Classified Employees are not required to countersign their Appointment Letter.

Non-Classified Staff. For Non-Classified Staff positions, the Hiring Manager shall draft the Appointment Letter and seek final approval of its terms from HR. Appointment Letters must be signed by an Authorized Signatory within HR. The Hiring Manager shall present the offer of employment to the preferred candidate, unless the Hiring Manager delegates this task to the Search Chair.

For academic administrators (e.g., Deans, Associate Deans, etc.), the Provost shall draft and sign the Appointment Letter for Assistant/Associate Provosts and Deans. The Deans shall draft and sign the Appointment Letter for Assistant/Associate Deans. In both instances, the Provost or Dean shall seek final approval of the Appointment Letter's terms from HR.

Faculty. For Faculty positions, the Hiring Manager shall draft the Appointment Letter in consultation with the Provost, who shall review and approve the letter.

Signatory Authority. All Appointment Letters must carry the signature of an Authorized Signatory.

Exceptions and Special Conditions

Salary Ranges: Under certain circumstances, a Hiring Manager may offer a salary higher than the range noted in the Position Description. Any salary offered greater than the top end of the range noted in the Position Description must be approved by the University President in consultation with HR.

Offers below the floor of a salary range or lower than any amount specified in a current collective bargaining agreement are not allowed.

Hiring Managers should note that Rhode Island law prohibits an employer from paying any employee "at a wage rate less than the rate paid to employees of another race, or color, or religion, sex, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin for comparable work," barring limited and specific situations that allow for a wage differential (see RIGL § 28-6-18)

Annual Raise (NUNC): Should the University offer an "across-the-board" raise to Non-Union Non-Classified Employees, a new hire is eligible to receive that raise so long as their date of hire is more than ninety (90) days prior to the effective date of the blanket raise.

Relocation or Other Support: The Hiring Manager may include support for relocation or other one-time benefits within the Appointment Letter per the terms of the University policy on "Relocation Allowances" or any University policy covering these benefits.

Startup Packages: For Faculty positions, startup packages may be negotiated provided the package is fully related to professional job duties. Details of startup packages must be included in the offer of employment and must be approved in advance by the Provost.

Upon the conclusion of the search the Search Chair has the responsibility to notify candidates who were interviewed but not selected, even though these candidates will also receive a system-generated email.

9. References and Background Checks

The Search Chair is generally responsible for checking the professional references supplied by any candidates, though the Hiring Manager, HR, or another search committee member may complete this task at the request of the Search Chair. References may be checked for a slate of preferred candidates or checked for a single preferred candidate with the offer of employment contingent upon satisfactory references. References are generally included as part of a package for Faculty searches; in these instances, Search Chairs may inquire directly with the provided references for further detail if necessary.

Off-list references are not allowed without written permission from a candidate, who may provide names of individuals they prefer not be contacted.

The Office of Human Resources Administration shall conduct a national background screening prior to the date of hire for all Employees of the University, regardless of position. This check will include Social Security number verification, credentials verification, criminal history, and may include other specific checks given the nature of the position and its responsibilities (e.g., credit check, motor vehicle records check).

10. Records and Record Retention

The University must maintain all records associated with the recruitment, selection, and hiring of Classified Employees per the current applicable State of Rhode Island Records Retention Schedule. Records associated with Position Control, candidate drug-test results, Position Descriptions, and other elements may have different requirements.

The University must maintain all records associated with the recruitment, selection, and hiring of all other Employees (i.e., Non-Classified Employees) per applicable University record retention policy(s) then in effect, or if no policy addresses the records in question, the current applicable State of Rhode Island Records Retention Schedule.

Federal statutes and regulations may have additional record retention requirements. Any University requirements beyond state mandates will be detailed in the University's applicable policy(s) on record retention.

University policy regarding records retention of documents associated with Employee recruitment, selection, and hiring may be broader in scope than state requirements to include items useful to the University for audit purposes or other legal requirements.

The destruction of any Employee records must be completed using 1) for Classified Employees: the requirements set out by Rhode Island State Archives & Public Records Administration, and 2) for Non-Classified Employees: guidelines found in any associated University policy(s) on record retention or, if no policy addresses the records in question, the current applicable State of Rhode Island Records Retention Schedule.

11. Use of Executive Search Firms

Under circumstances where a position is best filled through a national or international search, or when market conditions require assistance in building a larger and stronger pool of candidates, Hiring Managers may, at their discretion, engage an executive search firm to establish a candidate pool or otherwise assist with the search

process. The costs associated with an executive search firm are considered a hiring expense and must be paid by the Hiring Department.

Executive search firms generally provide assistance with edits to a Position Description, the development of advertising copy to attract high-quality applicants, and the recruitment of candidates. These firms may additionally assist with ad placement, search processes including coordinating meetings and candidate travel, the selection process, and negotiations with the finalist.

The University may have standing agreements with qualified executive search firms with whom Hiring Managers may contract for services. These contracts are managed by HR. Hiring Managers may engage these qualified executive search firms directly through HR or may secure a different firm, but must procure that work in a manner consistent with competitive bidding and the University of Rhode Island Board of Trustees "Purchasing Regulations" as well as the University's policy on "Approval and Execution of Contracts and Other Binding Documents."

Though the executive search firm generally collects all application material directly from candidates, the job vacancy must be posted on the University's HR "Jobs" webpage with a link to the search firm's position announcement. In addition, the Hiring Manager is responsible to ensure that all application materials for those candidates presented to the search committee are submitted to HR at the close of the search for record retention purposes.

12. Employment of Minors

The minimum age for employment in any occupation at the University is sixteen (16), regardless of the source of funds.

Minors, defined as individuals under the age of eighteen (18) may not be employed in hazardous occupations as defined by HR which shall maintain a list of positions for which minors are ineligible for employment.

See RIGL § 28-3 (Employment of Children) for additional statutory requirements relative to the employment of minors in Rhode Island.

13. Nepotism

Rules regarding nepotism, or the hiring of relatives, can be found in the University's policy on "Ethics and Conflict of Interest," which incorporates the Rhode Island Code of Ethics in Government (RIGL §§ 36-14-4 to 7) and the implementing regulations of the Rhode Island Ethics Commission (520-RICR-00-00-1). Additionally, Hiring Managers should review the University's policy on "Consensual Relationships" to ensure a proposed hire is in compliance with University policy.

14. Casual Employees, Part-Time Faculty, and Graduate Assistants

Casual Employees:

Casual Employees are temporary Employees who provide services to the University on an intermittent or short-term, as-needed basis. Casual Employees are considered Non-Classified Employees (in that they are not Classified Employees). They are renewable but are benefits ineligible. No search is required to hire a Casual Employee, but their hire must be approved in writing by a Hiring Manager as well as HR using the internal payroll process. The duties of the Employee is described on the Internal Payroll Employment Form (IP-1), which must be signed by the Employee.

Part-Time Faculty:

Part-Time Faculty are instructional Employees hired on a limited-term, per-course basis. The specifics of the position are described in their Appointment Letter. No search is required to hire Part-Time Faculty. All Appointment Letters must be signed by an Authorized Signatory or their official delegate.

Graduate Assistants:

Graduate Assistants hold positions contingent upon admittance to the University and their enrollment during the semester in which they are hired. They are overseen by their academic department. Recommendations for the appointment of teaching, research, and administrative assistants are made by individual departments or programs. Graduate assistantships are awarded with the expectation that service will be provided by the recipient with the specifics of duties described in their Appointment Letter or contract. Graduate Assistants are considered Non-Classified Employees (in that they are not Classified Employees). Benefits for Graduate Assistants are specified in the current collective bargaining agreement covering these Employees.

15. Acting and Interim Appointments

The University may use acting or interim assignments to bridge employment gaps where an Employee is not working due to sick leave, administrative leave, or other situations, or where the duration between the departure of an Employee and the hire of that person's replacement is significant enough to warrant such an assignment.

Acting: An Employee may receive a temporary assignment in an "acting" position (e.g., "Acting Dean of Arts and Sciences") when the Employee holding the position in question is temporarily unable to perform their duties. No search is required. The Hiring Manager for the position in question appoints the acting Employee in that position, who must 1) be a current Employee of the University, and 2) meet the Required Minimum Qualifications for the position as found in the Position Description for the position in question. Certain Position Descriptions may have a clause that permits the person in that position to act in the absence of a supervisor. Additional guidance regarding University leadership may be found in the Board of Trustees Bylaws (Article VII) and the University Manual (Chapter 2).

Interim: An interim assignment is used to bridge a gap between the departure of an Employee and the date of hire for the new Employee filling that position. Interim Employees may be current University Employees or hired from outside the institution. No search is required. Any person hired from outside the University will be hired as on a limited-term basis, with the specifications of the hire, including the term, presented in the Appointment Letter.

Interim appointments are limited to two (2) years, with exceptions allowed by the University President or, in the case of University officers (as defined in the Bylaws of the University of Rhode Island Board of Trustees), the University of Rhode Island Board of Trustees.

For interim academic administrative positions (e.g., Deans, at the level of Associate Dean or above), the Hiring Manager shall seek nominations from the relevant unit. The Hiring Manager shall make the final decision about the interim assignment.

For non-academic Staff positions, the Hiring Manager may appoint an interim Employee, who must meet the Required Minimum Qualifications for the position as found in the Position Description for the position in question, or they may hire an external individual without a search, though that individual must meet the Required Minimum Qualifications for the position as found in the Position Description for the position in question.

Changes to salary, benefits (ongoing or one-time), workload, or any terms and conditions of employment that arise due to the acting or interim appointments, will be determined by the Hiring Manager for the position in question, in consultation with HR. These changes will be documented in an Appointment Letter.

16. Independent Contractors

Independent contractors are not University Employees; Independent contractor status is determined by the Purchasing Department in consultation with HR.

17. Hiring Foreign Nationals

If the preferred candidate from any search is a foreign national or non-U.S. citizen, the Search Chair must contact the Director, International Students, Scholars & Immigration Services for guidance on the final steps of the hire.

Exceptions

The recruitment, selection, and hiring of the University of Rhode Island President is handled by the University of Rhode Island Board of Trustees. Searches for the University President are not subject to this policy.

Policy Review and Revisions

(Versions earlier than the first policy number may be paper only)

Policy #	Effective Date	Reason for Change	Changes to Policy
01.115.1	July 1, 2024	n/a	n/a
See list of HR policies retired below	July 1 2024	Incorporated into this policy	Consolidation and standardization of policy.

Policies Retired by this Policy

- Postdoctoral Fellow Appointment (04/17)
- The following sections of the URI HR Procedural Manual (<https://web.uri.edu/hr/tableofcontents/>)
 - HR Candidate's Travel (82-11) (1.1)
 - Employment of Relatives and Minors (September 1983) (1.2)
 - Guidelines for Advertising/Recruitment/Hiring (99-02, April 2020) (1.3)
 - Guidelines for Posting (no link) (1.4)
 - Limited Period Positions (July 1983) (1.6)
 - Internal Payroll (May 2010) (1.7)
 - Request for New Positions July 1982) (1.10)
 - Pre-Employment Security Records Check (April 1990) (1.12)

Policies that Require Updating due to this Policy

- RI BOE Personnel Policy Manual (Edited to remove conflicts with this policy)
- The following sections of the URI HR Procedural Manual (<https://web.uri.edu/hr/tableofcontents/>)
 - (URI discussion of) Intergovernmental Personnel Act (1978) (1.5)