

University Policy Advisory Committee Policy & Procedure Review

Title:	Recruitment, Retention and Hiring Policy and Procedures
Date Submitted:	December 18, 2022
Submitted by (Individual):	Staci Sleigh-Layman, AVP, HR
Department:	Human Resources
Division:	Finance and Administration
Policy Number:	CWUP 2-30-200
Procedure Number:	

New Revision

The policy or procedure has been formatted to be consistent with CWUP standards.

The policy and/or procedure change has a budget impact. Yes No

Date	No Budget Impact
10.20.22	Exempt Employee Association
11.9.22	Employee Council
10.5.22	Executive Leadership Team
12.6.22	Provost's Council
1.4.23	Faculty Senate Executive Committee
	UPAC

Summary of impact: The reintroduction of direct appointments will give vice presidents and appointing authorities another tool in our recruitment, retention, and hiring toolbox. The addition of direct appointments will allow a) opportunities to be provided to current employees who are prepared for additional responsibilities and/or a different role; b) ensure, in an economy where applicants are at a premium, to act quickly when qualified applicants are found, and c) provide appointing authorities with flexibility in decision-making for individuals whose hiring or promotion will support the mission and vision of CWU.

Summary of policy/procedure: The Recruiting, Retention and Hiring Policy and Procedures provide guidance to the university community on guidelines for creation and maintenance of a diverse workforce. They include prescribed responsibilities for the president and vice presidents, appointing authorities, and division head.

Itemization of changes (revision documents): These proposed changes add direct appointments to the options for hiring. All direct appointments must be approved by the division head, appointing authority, and president.

The AVP for human resources is responsible for this policy and procedures through the Vice President for Finance and Administration.

CWUP 2-30-200 Recruitment, Retention, and Hiring

Central Washington University's recruitment, retention, and hiring processes, policies, and practices affirm and actively promote the university's mission and the rights of all individuals to equal opportunity in employment. This commitment is afforded without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and gender expression, age, marital status, disability, or status as a protected veteran. The university complies with all applicable federal, state, and local laws and regulations.

The university supports the employment of current students, recognizing the reciprocal benefits of their work. Employment of students provides them the opportunity to gain valuable work experiences and assists them with the financing of their education. Student employees are a valuable source of labor and spirit for the university.

(1) The options for filling vacancies are:

(A) Open, competitive searches are considered standard practice because they— provide for optimal success in the recruitment, hiring, and retention of a diverse workforce.

(B) Internal recruitment processes - support career progression or career development for current employees.

(C) In rare cases, direct appointments are allowed, provided they —advance the vision and mission of the university, and help create and retain a diverse workforce.

(2) Oversight of and participation in the search process is accorded to:

(A) Appointing Authorities

(B) Search Committees

(C) Human Resources

(D) Vice President for Inclusivity and Diversity.

The responsibilities of these entities is delineated in CWUR 3-40-140

[PAC: 6/26/02; PAC 10/4/06; PAC: 1/16/08; 01/06/10; 06/06/2012; Responsibility: BFA, Authority: BOT Resolution: 03-04, Reviewed/Endorsed by: Cabinet/UPAC Review/Effective Date: 01/06/2017; 6/17/2020; XX/XX/2023; Approved by President.]