

Prepared by the Office of Human Resources.
This replaces Administrative Procedure No. A9.620
dated July 1982.

July 11, 2000

RECRUITMENT, SELECTION AND APPOINTMENTS

A9.620 RECRUITMENT AND REASSIGNMENT OF EXECUTIVE AND
MANAGERIAL PERSONNEL

1. Purpose. To implement Section 304-11 HRS, Faculty, and comply with Section 9-1-a-2 BORP, Executive Appointments. The purpose of this procedure is to facilitate and expedite the recruitment process and ensure Executive and Managerial vacancies are filled by the highest qualified applicant available through recruitment or reassignment procedures.
2. Objective. To prescribe the procedures and guidelines for recruitment of excluded Executive and Managerial (E/M) personnel as required by the BOR policy and to summarize existing practices on reassignment of these excluded personnel to other positions.
3. Applicability/Responsibility. This instruction applies to all campuses and activities within the University of Hawai#i and shall be followed in making all recommendations for appointments to Executive and Managerial positions.
4. Reference. Applicable provisions of Administrative Procedure A9.570, Appointment Procedures for BOR Personnel, and Administrative Procedure A9.900, EEO/AA in Recruitment and Selection.
5. Recruitment. The official responsible for recruitment to fill an E/M position shall be guided by the following:
 - a. An E/M position may be filled from among personnel regularly appointed to positions in the same category with the approval of the President or Board of Regents, as appropriate, without public or internal listing.
 - b. An Executive or Managerial position may be filled on an acting basis for short periods from among regularly appointed BOR personnel without public or internal listing.

- c. Pursuant to Board of Regents' Policy, Academic E/M Positions should generally be advertised nationally. Non-Academic (Administrative) Positions should generally be advertised locally, but may be advertised nationally to obtain a broader applicant pool.
- d. In cases where a determination is made that national advertising is not required for the filling of Managerial academic positions, the President may waive such recruitment. Such circumstances may arise wherein the required expertise in higher education, academic development or other service or research requirements may be found at the University of Hawai#i or within the State. The recruitment notice shall be listed in the University position vacancy announcements and a newspaper of general circulation within the State.

Waiver of any recruitment requirements for Executive positions, including national advertisement for academic Executive Positions, require the approval of the Board of Regents.

The following is a listing of recruitment requirements for E/M positions:

Executive (Academic):	National Search required, however, the Board of Regents can waive such requirement.
Executive (Non-Academic):	National Search not required.
Managerial (Academic):	National Search required, however, the President has the authority to waive such requirement.
Managerial (Non-Academic):	National Search not required.

- e. Vacancy Announcement Procedures
 - I. Recruitment Period: The minimum recruitment period for nationally advertised positions is fifteen (15) working days prior to the closing date. The

minimum application period for statewide recruitment is ten (10) working days prior to the closing date.

- II. Posting Requirements: All E/M positions should be listed in the University position vacancy announcements and a newspaper of general circulation within the State. Nationally recruited positions should also be advertised in appropriate publication(s) which will reach the desired potential applicant pool.

Recruitment for E/M positions may include invitations for nominations, outreach letters to potential applicants, organizations, or institutions for the purpose of encouraging a broader applicant pool and affirmative action recruitment.

5. Reassignment. Executive and Managerial personnel may be reassigned to any suitable position outside these classes without the position being listed or otherwise advertised for filling according to the following:
- a. To a bargaining unit position in which return rights reside.
 - b. At the option of the University to any suitable position provided such reassignment is not contrary to a collective bargaining agreement.
6. Guidelines on Selection of Executive/Managerial employees. When the Board of Regents approval is required, the President has the responsibility to recommend personnel appointments to the Board for action.

The President, in developing and making recommendations for Board action, shall ensure the following:

- a. These guidelines shall be followed in making all recommendations for appointments to Executive/Managerial positions. The guidelines need not be followed where temporary assignments are involved and where reassignments within E/M categories are made because of organizational changes.

- b. In addition, where appropriate, an advisory search, screening or interview committee may be established to advise the President or other responsible administrator. Where an advisory committee is established, direction shall be provided the committee by the President or other responsible administrator as to:
- 1) The scope of the committee's tasks.
 - 2) The criteria to be followed if candidates are to be evaluated.
 - 3) Appropriate time limits.
 - 4) Equal Opportunity and Affirmative Action Guidelines for recruitment and selection.
 - 5) The form of any recommendations to be made.
(Example: each candidate shall be classified as "qualified" or "not qualified" without any indication of ranking.)
- c. Where campus heads or other senior level E/M administrative appointments are involved, the President shall periodically inform the Board of Regents of the status of the selection process. On other appointments, the official conducting the search shall periodically report on its progress to the President.