PURPOSE

To establish an orderly and consistent process for recruitment of qualified employees at the University of New Orleans (UNO). It is the intent of this policy to provide as much flexibility to the individual departments as possible as long as their recruitment is consistent with general accepted management principles and legal guidelines. This policy shall provide an outline of the hiring procedures and policies to be followed.

AUTHORITY

Authority for this document is derived from Article 10 of the Constitution of the State of Louisiana, Chapter III, Section II of the Bylaws and Regulations of the Board of Supervisors of the University of Louisiana System and Administrative Policy and Procedure AP-BA-35.2 of UNO.

GENERAL POLICY

In an effort to attract qualified and diverse applicants, a variety of recruiting and selection actions are to be utilized when seeking individuals to fill campus positions in the unclassified workforce. Regardless of the actions taken, all state and federal affirmative action and non-discrimination laws shall be followed.

The University of New Orleans shall consider applicants for employment without regard to their retirement status and without regard to an applicant’s having previously accused the Board or any of its universities of unlawful discrimination.

Notwithstanding the foregoing, the University of New Orleans itself may consider retirement status in the hiring process, if, and only to the extent, it is required to do so by Federal or Louisiana state law.

If the hiring of any person on the basis, in whole or in part, of retirement status is refused or delayed based on compliance with Federal or Louisiana state law, the University shall notify the UL System President in writing via the University President of each such instance within 5 (five) days prior to such action for the purpose of allowing an opportunity for legal review by UL System of such action. All UNO hiring managers/supervisors shall contact the Office of HRM immediately, once an applicant’s hire is refused due to retirement status on the basis of compliance with Federal or Louisiana state law.
PROCEDURE

A. **Appointments of Chief Executive Vacancies:** Appointment to the chief executive position (President) at any institution under the jurisdiction of the University of Louisiana System Board is in accordance with [University of Louisiana System Policy Number: FS.III.II.A-1](#).

B. **Appointments for Vice Presidents, (Academic and Non-Academic) Deans and Athletic Directors:** All System universities are to perform a national search when interviewing candidates for positions at the level of dean or higher. When submitting the agenda item for Board approval, institutions must indicate the process used in the search, the number of applications received, the number of candidates interviewed, and the makeup of the search committee. The System Office will focus efforts on reviewing the selection process rather than the credentials of each candidate. Even though the best candidate for the position may sometimes be a local applicant, it is important for System universities to consider all potential candidates.

   a. To fill UNO campus positions at the level of vice presidents, deans or athletic directors, UNO AP-BA-33.2 will be followed.

   b. Appointments to these positions shall be submitted for approval by the University of Louisiana System Board as individual line items. Once selection has been made, all documentation of Search Committee records will be maintained in HRM.

   c. Employment/Appointment (announcement of employment/appointment) shall not commence prior to official University of Louisiana System Board action. All terms and conditions of employment shall be submitted to the University of Louisiana System Office for review.

C. **Administrative/Staff Positions:** All unclassified administrative/staff position incumbents shall hold their administrative appointment at the pleasure or will of the University of Louisiana System Board. The annual approval of the budget and personnel documents designating the salary and other personnel benefits for administrative personnel shall not constitute an implied nor expressed agreement for continued employment throughout that fiscal year, but are executed or approved solely for the purpose of budgeting and associated fiscal and administrative matters. Subject to the approval of the University of Louisiana System Board, individual contracts may be negotiated for athletic coaches. In addition, as required by NCAA Constitution, coaches may be suspended for a period of time without pay or have his/her employment terminated if found to be involved in deliberate and serious violations of NCAA regulations.

   a. The Unclassified Staff Hiring Procedure (Attachment “A”) [click here](#), will be used for hiring of all administrative/staff employees.
b. Employment/Appointment (announcement of employment/appointment) should not commence prior to approval of the University President and the Assistant Vice President for Human Resource Management.

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President
University of New Orleans