Policies for Professional Staff and Support and Service Staff not Covered by a Union

Advertising a Position
PA/SS 3.1
Revised July 1, 2008.

Employees covered by this policy
This policy applies to Professional Staff and Support and Service Staff not covered by a union.

A. Introduction

It is the policy of the University that when it intends to fill a vacant Staff position, it will determine the level (campus-wide, the occupational unit, or the department) at which the position will be advertised and to then advertise the position in a manner that will allow qualified individuals within that level the opportunity to apply.

B. Steps prior to advertising a position vacancy

1. Ensure that the campus human resources office has classified the position. (See the policy, Position Classification/Reclassification.)

2. Ensure that the Position Description is on file with the campus human resources office before advertising the position. (See the policy, Establishing a Position.)

3. Decide at what level the position will be advertised: campus-wide, only within the position’s occupational unit, or only within the position’s department. (See below.)

4. Coordinate all advertising with the campus human resources office before publication of any advertisements.

5. Prepare to provide and then provide an alternate format of the position advertisement if an individual with a disability requests one.

C. Levels at which a position vacancy may be advertised

1. Advertising campus-wide

   a. The campus human resources office is responsible for advertising positions in the following sources where applicable: campus employment bulletin, bulletin boards, World Wide Web, and
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other conspicuous locations.

b. The campus human resources office will determine how long a position must be advertised to ensure that all qualified Staff within the campus are given an opportunity to apply. On the Bloomington campus for campus-wide advertisements, Professional Staff positions are normally advertised for ten working days; Support and Service Staff positions for ten working days.

c. Advertising in newspapers:
   i. The campus human resources office must approve all newspaper ads before publication.
   ii. Responsibility for the payment of advertising costs varies by campus. On the Bloomington campus, University Human Resource Services pays most local advertising expenses; departments pay state and national advertising expenses.
   iii. All advertising for positions must carry at least this information in the tag line: Indiana University is an Equal Employment Opportunity / Affirmative Action Employer.

d. Advertising through private employment agencies (only as necessary):
   i. No position will be advertised with a private employment agency or search firm without approval by the campus human resources office.
   ii. Fee arrangements with any outside agency must be set forth in a contract. The campus human resources office and University Counsel must approve this contract in advance.

2. Advertising only within an occupational unit
   a. Occupational units are listed at the end of this personnel policies manual. Each functional classification for Staff positions (Professional, Support, Service, Clerical, Technical, etc.) is defined as being in a separate occupational unit.
   b. If a department or campus anticipates that there may be a qualified candidate within the same occupational unit as the vacant Staff position who might be promoted or transferred to that position, it may advertise the position within that occupational unit only.
   c. The campus human resources office must be consulted before advertising the position and the campus affirmative action requirements reviewed before promoting or transferring an employee within the occupational unit.
   d. The campus human resources office will determine how long a position must be advertised to ensure that all qualified Staff within the occupational unit are given an opportunity to apply. On the Bloomington campus, such advertisements must be for five working days.

3. Advertising only within a department for Professional Staff positions:
   a. If a department or campus anticipates that there may be a qualified candidate among the Support or Service Staff in the same department as the vacant Professional Staff position who might be promoted to the Professional Staff position, it may advertise the position within the department only.
   b. The campus human resources office must be consulted before advertising the position and the campus affirmative action requirements reviewed before promoting an employee within the department.
   c. The campus human resources office will determine how long a position must be advertised to ensure that all qualified Staff within the department are given an opportunity to apply. On the
Bloomington campus, such advertisements must be for five working days.

4. Requests to waive advertisement of a position must be approved by the campus human resources office.

D. Advertising full-time temporary jobs

1. If after consideration of the principles identified in the policy Establishing a Position, a department expects that a full-time temporary job (40 hours per week) will become established as a Staff position, the department must advertise the position through a campus-wide advertisement. The position must be advertised before departments make a commitment to employ.

2. During the advertising period, departments may fill the job with temporary help.