ADMINISTRATIVE PROCEDURE-College of Agriculture and Natural Resources

Sub-unit: College of Agriculture and Natural Resources

Subject: Position Approval and Hiring Procedure

Effective Date: July 1, 2000

A. Purpose

Establish a procedure for the College of Agriculture and Natural Resources (AGNR) Departments and/or Units to gain approval to fill positions. The University of Maryland provides authorization via the Dean to fill all AGNR vacancies. These procedures apply to filling all vacancies within AGNR and those that AGNR has a financial or management interest.

The procedure to be outlined provides consistency in AGNR approval, hiring and search processes; promotes and facilitates Equal Employment Opportunity; and enhances the effectiveness and efficiency of the AGNR position approval process.

The College of Agriculture and Natural Resources shall follow all of the University of Maryland, College Park policies, procedures and guidelines for hiring. Specific search procedures are identified in the document, “Procedures and Guidelines for Searches at The University of Maryland” and in the UMCP Faculty Handbook. In addition all vacancies with 50% or more funding from Agricultural Experiment Station and/or Maryland Cooperative Extension must conform to University of Maryland and United States Department of Agriculture EEO, Affirmative Action and Civil Rights laws and regulations. All searches require the review of the AGNR Equity Administrator.

Actions taken pursuant to this procedure shall be consistent with the College of Agriculture and Natural Resources’ commitment not to discriminate in any matter against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental disability unrelated in nature and extent so as reasonably to preclude the performance of such employment.

B. Request to Fill a Position

The Department/Unit head shall submit the “AGNR Position Request Form” (Appendix A) to the Dean via the AGNR Fiscal Office for approval. The appropriate information shall be verified by the Fiscal Office. Once the approved “AGNR Position Request Form” is returned to the Department/Unit, the respective group shall begin the search and hiring process.
**EXISTING BUDGETED POSITIONS**
(If the position is not vacant for more than one year)

**Documents Required Per Category**

<table>
<thead>
<tr>
<th>Category</th>
<th>Required Documents</th>
</tr>
</thead>
</table>
| Faculty or Faculty Administrator | 1) AGNR Position Request Form  
2) Position description |
| Exempt and Administrators | 1) AGNR Position Request Form  
2) Position description |
| Non-Exempt | 1) AGNR Position Request Form  
2) Position description  
3) Personnel Requisition Form (Campus non-exempt positions only) |

**NEW POSITIONS**
(If there is no budgeted line or the position has not existed before)

**Documents Required Per Category**

<table>
<thead>
<tr>
<th>Category</th>
<th>Required Documents</th>
</tr>
</thead>
</table>
| Faculty or Faculty Administrator | 1) AGNR Position Request Form  
2) Justification memo to the Dean requesting the establishment of a position  
3) Position description |
| Exempt and Administrators | 1) AGNR Position Request Form  
2) UMCP Exempt Position Information Form (Appendix B)  
3) UMCP Exempt Pay Program “Position Information Form” (Appendix C)  
4) Position description |
| Non-Exempt | 1) AGNR Position Request Form  
2) Personnel Services “Request For Classification Action” Form (Appendix D)  
3) Personnel Services “Position Description Form” (Appendix E)  
4) Personnel Requisition Form (Campus non-exempt positions only). Obtain from campus personnel or AGNR HR Office.  
5) Position description |

All AGNR positions, regardless of category (Faculty, Exempt or Non-Exempt) and term of appointment (Permanent or Contingent-Temporary) require final approval (Dean if existing position, campus if new or non-budgeted) before a Department or Unit may begin the search and hiring process.

**C. Search and Hiring**

The University of Maryland has established search processes that vary based upon the employment category and term of appointment. UMCP search procedures are found in the “Procedures And Guidelines For Conducting Searches At The University of Maryland” located at http://umdacc.umd.edu/AIS502. In addition, Maryland Cooperative Extension has procedures unique to its field faculty and staff. Contingent Category I and II contracts are subject to the AGNR three week deadline for processing contracts.

Upon approval Departments and/or Units should confer with the AGNR Human Resources Office concerning specific search guidelines. At the end of the search, the respective Department or Unit is responsible for hiring the employee. All salary offers must be approved in advance by the Dean in writing prior to offering the candidate a position.
References: UMCP Policies located at http://umdacc.umd.edu/policies
/1 UMCP Policy II-1.00 "Policy on Appointment Rank and Tenure of Faculty"
/2 UMCP Policies on Exempt Pay Program (Section VII of policy manual)
/3 UMCP Policies on Exempt Pay Program (Section VII of policy manual)
/4 UMCP Policy VII-1.40 UMS Policy On Contingent Employment For Nonexempt And Exempt Employees"
/7 Nonexempt http://www.usmh.usmd.edu/umspp/index.html.
Hiring Process:

The Regional Extension Director shall notify the County Extension Director of approval to fill the classified vacancy. In order to be consistent in the hiring of all classified employees, field offices shall follow a set of procedures similar to the UMCP and UMES Department of Personnel Services. Generally, these require:

- The County Extension Director select the screening and interview committee;
- Advertising the position for at least two weeks with the local Maryland Department of Employment Security agency and other appropriate locations;
- Documentation of applications, affirmative action information, and interview records. Typing tests may be required, if applicable;
- Submitting all above-mentioned documentation to the Regional Extension Director for approval by both the Regional Extension Director and the MIANR Director of Personnel and Human Relations. Documentation will be returned to the field office to keep on file for audit purposes.
- Receiving approval to offer position to the selected applicant.
- Completing and returning the hiring papers to get new employee on the payroll to the Regional Extension Director.
- Sending Affirmative Action information and documentation to AGNR, Director of Human Resource Management

Forms used to document the hiring process are in the Policy Manual appendices.
CHAPTER 10
SEARCH AND SELECTION PROCEDURES FOR NON-EXEMPT APPOINTMENTS
(Including Contingent II Employees)

Non-exempt staff include secretarial/clerical and technical/paraprofessional personnel. Employees in these categories are crucial to the efficient, effective operation of the University. The range of support and/or direction they provide across the entire spectrum of campus functions cannot be overstated. As such, the careful recruitment and selection of these staff is essential to our overall success.

Effective July 1, 1992, these procedures were revised to include conditions included in the Agreement the Campus signed with the Office of Federal Contract and Compliance Programs (OFCCP). Effective January 1999 they were further revised to streamline the recruitment process and to enhance the quality of the applicant pool.

1. All requests to fill non-exempt positions require completion of a Personnel Requisition form, which indicates the title and any specific skills that the unit requires, over and above the minimum qualifications. A Personnel Services employment specialist will work with the hiring unit administrator to initially draft a posting that will reflect the unique knowledge, skills, and abilities of the position.

2. Position vacancies will be posted for a duration of two weeks, though postings will be prepared on a weekly basis. Applicants must submit an application for each position of interest. "General interest" applications will no longer be accepted.

3. Once a position posting has closed, the employment specialist will meet with the hiring unit administrator to review the applications of the candidates that meet the minimum qualifications. After feedback from the hiring unit administrator, the employment specialist will compose the List of Eligibles, which the hiring unit will receive within five working days of the posting’s closing date.

4. Following the screening and interviewing of the candidates from the "List of Eligibles," the appointing official should complete an Affirmative Action Employment Report (AAER) form for non-exempt staff and forward it and the recommendation for employment to the Major Unit Head for review and approval.

5. The appointing official is required to provide a written justification when an African American candidate is not selected. The justification form (see Appendix C) requests the following:
   a. A comparison of the candidates’ relative qualifications for the position.
   b. An explanation of efforts to contact applicants on the "List of Eligibles" who were not interviewed.
c. An explanation of why the recommended candidate best meets the needs for the position specifically referencing the job duties involved and the qualifications making the proposed selectee superior to the other candidates.

7. Before an offer of employment can be made in a situation requiring a written justification, the equity administrator will be responsible for assuring that the written justification meets the standards established, and for conducting a review of the decision. The Equity Administrator must review the qualifications of the top applicants and contact the appointing official to review the decision.

8. The Equity Administrator may recommend that the department reconsider its decision. If the Equity Administrator and the department cannot agree, the final arbiter will be the Director of Personnel Services.

9. Upon approval by the Equity Administrator, the AAER will be forwarded to the Major Unit Head for approval. If he/she concurs that the search was conducted appropriately, he or she signs the AAER and forwards it to the appointing official.

10. The Equity Administrator forwards a copy of the written justification and all additional materials to the Chair of the Equity Council.

11. The appointing official may now negotiate the appointment with the selected candidate.
CHECKLIST FOR NON-EXEMPT APPOINTMENTS

____ Hiring unit confirms the job study number for the position; in cases of resignation, insures that written letter of resignation has been received. In consultation with Employment Specialist, prepares and submits Personnel Requisition form indicating skills and experience sought for position.

____ Equity Administrator reviews and signs Requisition form, indicating Affirmative Action goals. Requisition is forwarded to Personnel.

____ Personnel posts position; meets with hiring unit to review the applications of candidates meeting the minimum qualifications, and prepares a List of Eligibles which is then forwarded to hiring unit.

____ Equity Administrator contacts department to discuss equity procedures.

____ Unit schedules interviews and recommends a finalist. If no finalist is identified, first list is completed and returned and a new list is requested by the Equity Administrator.

____ Once a finalist is identified, the List is completed and signed; where necessary, a written justification form (see Appendix C) is also completed and forwarded to the Equity Administrator, along with a completed List and the AAER for non-exempt hires.

____ If the Equity Administrator recommends approval, the written justification is forwarded to the President’s Office for review. Upon their approval, a final offer may be extended.

____ The AAER, Search Documentation Form and the completed and signed List must be returned to the Employment Office, prior to submission of payroll entry.