University Policies and Procedures

07-01.01 - RECRUITMENT, SELECTION, AND EMPLOYMENT FOR STAFF

I. **Purpose:** Towson University (“University”) provides equal opportunity with respect to all employment practices, including recruiting, interviewing, selection, and employment, and administers such practices without regard to race, color, sex, sexual orientation, gender identity, gender expression, disability, age, veteran status, national origin, or religion. The Office of Human Resources (OHR) encourages and values diversity of the campus community and in conjunction with the Office of Diversity and Equal Opportunity, upholds the University’s commitment to equal opportunity. The University has established implementing procedures pursuant to the University System of Maryland (USM) Policy on Recruitment and Selection (VII – 1.01) and USM Policy on Contingent Status Employment for Nonexempt and Exempt Staff Employees (VII – 1.40) to define the recruitment, selection and employment process for all non-faculty regular and contingent, exempt and non-exempt employees.

II. **Definitions:**

A. Contingent employee – A contingent employee as defined by University System of Maryland policy and procedure (see, e.g., University System of Maryland policy VII-9.31).

B. Regular employee – A regular employee as defined by University System of Maryland policy and procedures (see, e.g., University System of Maryland policy VII-9.31)

III. **Responsible Executive and Office:**

Responsible Executive: Vice President for Legal Affairs & Human Resources and General Counsel

Responsible Office: Office of Human Resources

IV. **Entities Affected:** All Regular and Contingent staff.

V. **Procedures:**

A. It is the responsibility of the hiring department head/manager to ensure that all employment practices are administered in accordance with this policy.

B. The hiring department shall formally submit a requisition for a vacancy, including all corresponding materials, and route for required signatures.
C. The OHR will appropriately assign the classification and salary for the position.

D. Job announcements will be posted on internal and external sites as required by the OHR and requested by the hiring committee. The announcement is required to be posted for a minimum of two weeks prior to the OHR making an official offer. Departments may be charged directly for advertising.

E. Each recruitment requires a diverse hiring committee of at least three individuals.

F. In accordance with the USM Policy on Employment of Members of the Same Family (VII-2.10) and Towson University’s Policy on Employment of Members of the Same Family (Nepotism) (07-02.10), members of the same family cannot directly participate in personnel decisions involving another family member or household member. This includes making personnel decisions directly affecting another, including influencing, and/or acting as an advocate or judge with respect to conditions of employment, voting, recommending, or in any other way participating in a decision that may directly affect the appointment, promotion, demotion, salary, or other status or interest of another. Relationships not covered in the Nepotism policy should be disclosed to the OHR for approval, prior to the interview stage.

G. The Hiring Committee must use the Recruitment Packet provided by the OHR as a guide for the recruitment process.

H. Travel expenses to and from the interview may be reimbursed by the Hiring Department for exempt positions when the applicant is traveling more than 50 miles. Candidates approved for reimbursement are subject to the same regulations governed by Financial Services that apply to all employees. Candidate reimbursement approvals are not subject to a candidate’s acceptance or rejection of an employment offer. The determination to reimburse is at the discretion of the Hiring Department; however, the OHR offers the following recommendations:
   a. The Divisional Budget Officer has approved the reimbursement;
   b. The vacancy is at a level of Vice President, Dean, Director of Athletics, or Office of the General Counsel assignment planned to exceed 12 months.

I. Confidentiality of information is critical to the selection process. All individuals involved in the selection process should refrain from discussing the status of a candidate outside of the hiring committee.

J. Offers of employment shall only be extended by the OHR after all materials are returned and approved. Offers are contingent upon the candidate submitting all pre-employment documentation prior to the start date; results may impact employment.
K. Hiring a minor employee must be in accordance with the State of Maryland Employment of Minors Law. The Maryland Employment of Minors Law applies to school age children (14-17 years) with limited exceptions. More information can be found on the website: http://www.dllr.state.md.us/LABOR/wages/empm.shtml.

L. Executive search firms may only be used in support of searches for president and vice presidents. Exceptions may be granted upon Vice President recommendation and approval from the President or his/her designee. Following approval, the hiring department will submit a purchase requisition to Procurement that identifies sufficient funds to cover the estimated fee for a search firm, attaching a draft scope of services for the engagement. Procurement will source the search firm competitively, in accordance with USM Procurement Policies and Procedures. The successful search firm will be retained for a flat fee, plus necessary direct expenses, as appropriate; the university cannot consent to payment based upon a percentage of candidate salary. The search firm will supply all applicant information to the University, including demographic data and referral source, at the conclusion of the search.

Related Policies:
USM Policy on Non-Discrimination on the Basis of Sexual Orientation (VI-1.05)
USM Policy on Recruitment and Selection (VII – 1.01)
USM Policy on Contingent Status Employment for Nonexempt and Exempt Staff Employees (VII – 1.40)
USM Policy on Payment of Moving Expenses (VIII-16.00)
USM Policy on Employment of Members of the Same Family (VII-2.10)
TU Policy Prohibiting Discrimination on the Basis of Race, Color, Religion, Age, National Origin, Sex and Disability (06.01.00)
TU Policy Prohibiting Discrimination on the Basis of Sexual Orientation or Gender Identity or Expression (06.01.05)
TU Policy on Employment of Members of the Same Family (Nepotism) (07-02.10)
TU Policy on Payment of Moving Expenses for Regular Exempt Staff (07-04.40)

Replaces Policies:
TU Policy on Recruiting and Hiring of Externally Funded Positions Utilizing PINS (07-01.45)
Policy on Employment of Minors (07-01.02)

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