

METROPOLITAN STATE UNIVERSITY REGULATIONS



Recruitment, Screening, and Selection for MSUAASF Positions

University Policy #5020

Section 1. General Statement of Policy

The university ensures a process that supports the recruiting and hiring of highly qualified and diverse candidates for unclassified positions within the Minnesota State University Association of Administrative and Service Faculty (MSUAASF) collective bargaining unit. Therefore, the university establishes this Recruitment, Screening, and Selection Policy.

Section 2. Procedures

This policy shall be implemented by University Procedure #502.

Section 3. Scope

This policy shall not supersede other federal and state laws, rules, and regulations, other university policies and procedures, or bargaining unit agreements and plans.

Section 4. Authority

This university policy is established in accordance with the applicable provisions of the collective bargaining agreements between the Minnesota State Colleges & Universities (MnSCU) and Minnesota State University Association of Administrative and Service Faculty (MSUAASF) and MnSCU Board policies.

Section 5. Effective Date

This university policy becomes effective immediately upon the signature of the President and remains in effect until modified or expressly revoked.

Section 6. Responsibility

Responsibility for implementation of this policy is assigned to the Director of Human Resources and his/her designees.

Section 7. Notification and Publication

The university shall inform all employees involved in the recruitment, screening and selection for MSUAASF positions of the established policy and procedure. The policy and procedure shall be available on the university portal, and be distributed all employees involved in the MSUAASF search process.

Section 8. Review

This policy will be reviewed and modified as appropriate.

Section 9. Signature

Issued on this 16th day of May, 2012.

Dr. Sue K. Hammersmith
President