

Prepared by the Personnel Management Office.
This is a new Administrative Procedure.

July 1982

RECRUITMENT, SELECTION AND APPOINTMENTS

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A9.620 RECRUITMENT AND REASSIGNMENT OF EXECUTIVE AND
MANAGERIAL PERSONNEL

1. Purpose. To implement Section 304-11 HRS, Faculty, and comply with Section 9-1-a-2 BORP, Executive Appointments. The purpose of this procedure is to facilitate and expedite the recruitment process and ensure Executive and Managerial vacancies are filled by the highest qualified applicant available through recruitment or reassignment procedures.
2. Objective. To prescribe the procedures and guidelines for recruitment of excluded Executive and Managerial personnel as required by the BOR policy and to summarize existing practices on reassignment of these excluded personnel to other positions.
3. Applicability/Responsibility. This instruction applies to all campuses and activities within the University of Hawaii and shall be followed in making all recommendations for appointments to Executive and Managerial (M) personnel concluding with submittal for Board of Regents approval of appointment recommendation. The President or designee shall be responsible for ensuring compliance with the following procedures and guidelines relative to recruitment process for all Executive (E) personnel prior to submittal for final review and recommendation to the Regents' Committee on Personnel Relations of a potential appointee subject to ratification by the Board of Regents (BOR). The President or designee will also be responsible for conformance to stated procedures in making exceptional appointments (including reappointments) of E & M personnel in advance of BOR approval in cases where services are urgently needed.
4. Recruitment. The official responsible for recruitment in the filling of a vacancy shall be guided by the following:
 - a. An Executive or Managerial position may be filled from among personnel regularly appointed to positions in the same category with the approval of the President without public or internal listing.

- b. An Executive or Managerial position may be filled on an acting basis for short periods from among regularly appointed BOR personnel without public or internal listing.
 - c. If the vacancy is one which is not expected to be filled per paragraph a. above, but which requires expertise in higher education and there is a potential applicant pool within the University, the responsible official may limit recruitment to University personnel. In such a case, the position vacancy must be listed in the University Bulletin and contain a statement that the position is limited to University personnel. When recruitment is so limited, non-University personnel cannot be considered for selection.
 - d. If applications are to be solicited from the University, and not necessarily nationally, the vacancy must be listed in a newspaper of general circulation within the State as well as listed in the University Bulletin.
 - e. If applications are to be solicited nationally, the vacancy must be listed in appropriate publication(s) which will reach the desired potential applicant pool. In addition, the vacancy must be listed in the University Bulletin and newspaper of general circulation within the State.
 - f. A minimum application period of fifteen (15) working days prior to the closing date must be used. A longer period may be necessary in the case of national advertising. When more than one advertisement is placed, each should indicate the same closing date.
 - g. In addition to the University Bulletin announcements and public advertising stated above, letters of solicitation or other communications may be sent to individuals, organizations or institutions for the purpose of encouraging applications.
 - h. Applicable provisions of Administrative Procedures A9.570, Appointment Procedures for BOR Personnel, and Administrative Procedure A9.900, EEO/AA in Recruitment and Selection, apply.
5. Reassignment. Executive and Managerial personnel may be reassigned to any suitable position outside these classes



without the position being listed or otherwise advertised for filling according to the following:

- a. To a bargaining unit position in which return rights reside.
 - b. At the option of the University to any suitable position provided such reassignment is not contrary to a collective bargaining agreement.
6. Guidelines on Selection of Executives and Administrators. The President of the University of Hawaii has the responsibility where Board of Regents' approval is necessary to recommend personnel appointments to the Board for action.

The President, in developing and making recommendations for Board action, shall ensure that the guidelines outlined below are followed:

- a. These guidelines shall be followed in making all recommendations for appointments to top-level Executive and Administrative positions. These positions include Deans, Associate and Assistant Deans, Directors who exercise substantial discretion and have major responsibilities, and all other senior positions. The guidelines need not be followed where temporary assignments are involved; where additional duties which are not substantial are assigned to an individual previously appointed by the Board; where reassignments are made because of organizational changes.
- b. Recruitment of candidates. EEOC-Open Hiring requirements shall be followed. These requirements should not preclude active recruitment of highly qualified candidates including women and minorities for consideration.
- c. In considering applications and nominations, the advice of knowledgeable and interested persons and group may be sought as appropriate, either on specific candidates identified as qualified by the President or other responsible administrator, or on all candidates. During any phase of the selection process, all candidates shall receive the same treatment.
- d. In addition, where appropriate, an advisory committee may be established to advise the President or other responsible administrator. Where an advisory committee

is established, directions shall be provided the committee by the President or other responsible administrator as to:

- 1) The scope of the committee's tasks.
 - 2) The criteria to be followed if candidates are to be evaluated.
 - 3) Appropriate time limits.
 - 4) The form of any recommendations to be made.
(Example: each candidate shall be classified as "qualified" or "not qualified" without any indication of ranking.)
- e. Where campus heads or other senior administrative appointments are involved, the President shall periodically inform the Board of Regents of the status of the selection process. On other appointments, the official conducting the search shall periodically report on its progress to the President.
- f. All recommendations for appointments under these guidelines shall be made to the Board of Regents by the President.