

**BLUEFIELD STATE UNIVERSITY
BOARD OF GOVERNORS**

POLICY NO. HR-713

RECRUITMENT, PROMOTION AND HIRING POLICY

SECTION 1. GENERAL

- 1.1 Purpose.** The purpose of this policy is to assure that Bluefield State University employs the highest quality of faculty, staff and administrators to accomplish its mission.
- 1.2 Scope.** This policy authorizes the creation of hiring procedures for faculty and staff within Bluefield State University.
- 1.3 Effective date:** August 4, 2022.

SECTION 2. HIRING PROCEDURES

- 2.1** Because the success of Bluefield State University is directly dependent on the quality of its employees, the recruitment and hiring for all positions at Bluefield State University, below that of the President, shall be the responsibility of the President who is responsible to the Board of Governors for the success of the University. The President, at his or her discretion, shall retain the sole responsibility for the hiring of the University's full and part-time employees in compliance with state and federal hiring requirements. The President may designate an individual to perform this function.
- 2.2** The President shall by executive order issue a procedure or procedures for the hiring of all full-time and part-time regular vacancies to provide Bluefield State University the most qualified person for each position while promoting equal employment opportunity to all qualified individuals. Such hiring procedures may vary between different types of positions, and may include:
- a. the direct recruitment of qualified individuals;
 - b. the promotion of any person holding an "interim" position for a period of a year or more to a fulltime position without further procedure;
 - c. the use of traditional job postings utilizing a hiring committee, or by any combination thereof as the President determines to be appropriate.

All hiring decisions recommended to the President shall be reviewed by the University's designated diversity officer to affirm that appropriate sensitivity has been given to the hiring of minority applicants and that equal employment opportunity has been afforded to all qualified applicants.

SECTION 3. PROCEDURES

- 3.1 Relevant hiring procedures, resources and forms, as necessary to implement this policy, shall be posted electronically on the Bluefield State University, Office of Human Resources website.