

## **Recruitment Processes Overview**

### **Summary**

Consistent with our Search Procedure Guidelines, Buffalo State will conduct a competitive recruitment for all full-time term faculty, professional staff, and administrative positions. This also applies to full time term positions (i.e., contract) and temporary FTE .50 or greater and six months or more in duration.

Exceptions to this practice can be made when there is a compelling justification. Some examples include the following:

- The qualifications necessary for the position are unique and it is unlikely a search will yield a more qualified candidate.
- An interim position is filled by an internal candidate for less than a year.
- Reorganization within a department necessitates shifting of employees to different positions.
- The hire advances the campus' Affirmative Action/EEO goals and/or the SUNY Faculty Diversity Program.
- The candidate occupied the targeted position under external grant funds that have expired and institutional funding has been allocated to continue the position.
- The position must be filled immediately and does not allow time necessary to conduct a search.

### **Types of Searches**

National searches will be conducted for all senior management positions (President, Vice Presidents, Deans, and Directors) and tenure-track, visiting, distinguished and endowed faculty positions. Exceptions can be made in instances consistent with our search guidelines for reclassifications/promotions. Consultation with Human Resources and the Chief Diversity Officer are required.

Regional/Local searches will be conducted for all entry-level professional positions and lecture appointments.

Internal Only Searches can be approved in instances where a regional or national search may have recently been completed (i.e., less than 90 days) and conducting a search will not yield a different candidate pool. Other examples include when the uniqueness of the position requires experience specific to the College, and the immediate needs of the program do not allow for a learning curve.

### **Other Personnel Actions**

Salary increases, to include "Also Receives," of ten percent and higher of the employee's base salary, require the approval of the President.

### **Note:**

For specific or unique circumstances regarding search guidelines, please contact the Chief Diversity Officer, Cleveland Hall, Room 415 or call (716) 878-6210, fax: (716) 878-6234.