

## ARTICLE 11 – HIRING

- A. When the University intends to fill a vacant bargaining unit position, job announcements will be posted electronically for at least fourteen (14) calendar days prior to the final filing date for the position. Applications are to be electronically submitted to the Staff Human Resources Office by the deadline stated in the job announcement. Job announcements will state the salary, duties and status of the vacant position and qualifications required.
  
- B. If the University determines that a sufficiently diverse applicant pool exists within the campus from which to draw applicants for promotional vacancies within the unit, an internal campus only recruitment shall be conducted. If conducted, job announcements will be posted electronically for at least fourteen (14) calendar days. If no qualified bargaining unit employee applies for a vacant promotional position within the time period indicated, the University will commence open recruitment. In considering an employee for promotion, the University shall consider the employee's University work performance and experience.
  
- C. The University shall give consideration to providing promotional opportunities for career employees in the bargaining unit. In considering an employee for promotion, the University shall consider the employee's University work performance and experience. In those cases where the department head determines the qualifications of an applicant who is currently a University employee and the qualifications of an external candidate are essentially equal, the department head shall reconsider the credentials (including but not limited to, the resume, application, a written recommendation from the employee's supervisor, and/or interview responses, if any) of the University employee applicant(s).

D. The University's determination on whether the applicant pool is sufficiently diverse to justify internal recruitment is neither grievable nor arbitrable.