



# Policies, Rules And Regulations

Effective Date	Date of Revision		
10-25-65			
Chapter Name	Chapter No.	Page	
EMPLOYMENT/AFFIRMATIVE ACTION	3.1.4	Page 1 of 1	
Issue			
APPOINTMENT AND HIRING			

Following approval for recruitment for vacancies, all regular faculty and staff vacancies are posted and advertised by the Personnel (Human Resources) Department.

All applicants for faculty and staff positions must complete the appropriate standard application form and submit the application form to the Personnel Department which shall route the application to the appropriate department and/or screening committee.

Deans, department heads, and directors recommend faculty and staff appointments for their departments or areas.

Positions are created and appointments are made to and paid from the account or project for which work is performed.

The Board of Regents is the official employing authority for all University personnel.

A new employee in a non-academic position can begin work, as a temporary employee, following approval of the appointment by the appropriate vice-president and subject to the approval by the Board of Regents.

Any falsification in the application or failure to mention any requested information constitutes grounds for rejection or immediate dismissal.

Supplemental employment policies and procedures shall be included in a Personnel Manual which shall be maintained by the Personnel Department.

## Authority for Creation or Revision

Minutes of the Board of Regents, October 25, 1965: para. .293M.