

**SUNY COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY
ADMINISTRATION POLICY LIBRARY**

ESF Search Policy – State Vacancies

Section 4, General
Policy #1001.01, ESF Search Policy – State Vacancies
Responsible Executive: College President
Responsible Office: President’s Office
Issued: 1990
Latest Review / Revision: May 13, 2019



POLICY STATEMENT

It is the policy of SUNY-ESF that a full and affirmative action search is conducted in all State vacancies (for all non-student employees). The policy also includes Search Exceptions and circumstances for Search Waivers.

REASON FOR POLICY

To comply with Equal Employment Opportunity, Affirmative Action, and best practices.

SCOPE OF POLICY

This policy applies to:

- ✓ All State vacancies (for all non-student employees).

WEB SITE REFERENCES

This policy: <http://www.esf.edu/au/>
Policy Office: <http://www.esf.edu/au/pp.htm>
Vice President for Administration: <http://www.esf.edu/administration/>

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RELATED INFORMATION

U.S. Equal Employment Opportunity Commission	https://www.eeoc.gov/
U.S. Department of Labor, Office of Federal Contract Compliance Programs	https://www.dol.gov/ofccp/

CONTACTS

Specific questions should be directed to the following:

Subject	Contact	Telephone	Office or Department E-Mail / Web Address
Policy Clarification and General Information Policy Development	Chief Financial Officer and VP of Administration	(315) 470-6622	policies@esf.edu http://www.esf.edu/au/pp.htm

DEFINITIONS

N/A	
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POLICY DETAILS

It is the policy of SUNY-ESF that a full and open affirmative action search is conducted in all State vacancies (for all non-student employees). This is consistent with the President's annual affirmation of the College's Affirmative Action Program, and is also consistent with applicable state and federal laws. In some instances however, a certain degree of flexibility may be necessary.

Under certain State collective bargaining agreements procedures for internal promotions have been negotiated. This includes the [Revised Advanced Internal Application Policy and Procedures](#) for UUP-represented professional employees. In other cases, such as if the appointment is of short duration, a full search may be impractical with little likelihood of an appropriate applicant pool.

For certain positions, appropriate consultation is required per the [SUNY Policies of the Board of Trustees](#) (e.g. Article IX, Title B; Article XI, Title A, Section 1); and other procedures are required by the collective bargaining agreements and/or New York State Department of Civil Service policies. In addition, the ***SUNY ESF Appointment, Promotion and Continuing Appointment Policies, Procedures and Standards*** document requires additional procedures for appointments to academic rank.

Search Exceptions

1. Appointments of one year or less. Appointments extended after a year will require a search.
2. Interim/Acting appointments (while a search is in progress or to backfill an employee leave).
3. Reclassification/Promotion of a filled position (where no actual vacancy exists).
4. Postdoctoral appointments up to five years.
5. Recent search – within the past year a full search was conducted and the department/unit wishes to select a candidate from the original pool for an opening in the same job title.

Dual Careers

The partner of a prospective employee may be appointed as per search exceptions above (e.g. positions of less than one year). That individual is also welcome to apply for any other position posted at the College.

PROCEDURES

Search Waivers

In extraordinary circumstances, such as the appointment of an individual specifically identified by name through external funding, or an Opportunity Appointment (e.g. Exceptional Scholar, Distinguished Hire, etc.), waiver of all or part of the regular search process may be appropriate. In these circumstances, the department/unit should prepare a written request for a waiver of search requirements, which include:

1. A justification for the request, presented in institutional context, demonstrating the imperative for departing from a full search.
2. A description of the position, including required (and if appropriate) preferred qualifications. This justification should be submitted to the Affirmative Action Officer (AAO) who will review the request with the appropriate Vice President-level official for input, and the Office of Human Resources for other applicable procedures. The Affirmative Action Officer will then review the request with the College President who makes the final decision.

Please note that the presence of a temporary employee already in a position will not serve as justification toward a search waiver.

HISTORY – PROCEDURE REVISION RECORD

RESPONSIBILITIES

Affirmative Action Officer	Primary responsibility under the Chief Diversity Officer
Human Resources	Advises on other applicable procedures, such as collective bargaining agreements

FORMS

APPENDICES

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HISTORY - POLICYREVISION RECORD

00/00/1990-Policy Implementation	Implemented in the Office of Human Resources
5/13/2019	Revision