

Hiring Limited Term Faculty from Vacancy Pools

OVERVIEW

Background:

Western Washington University is required, as a federal contractor, to be in compliance with Affirmative Action guidelines, enforced by the Office of Federal Contract Compliance Programs (OFCCP). In 2003, Western was cited by the OFCCP for not adequately tracking limited term faculty vacancy pool applicants and hires by race and gender and for not maintaining consistency with hiring records. In Western's "Conciliation Agreement" with the OFCCP, Western's corrective action was to have vacancy pool applicants apply electronically through NOVUS, therefore creating an automatic electronic database for applicants with the required demographic information. We are now at the **transition** point to begin using NOVUS (EASE) for vacancy pool applications.

How Will the Transition Work?

Departments will submit a Vacancy Pool Announcement through the Equal Opportunity (EO) Office to Human Resources (HR) (along with the Recruitment Plan and Evaluation Matrix Tool). This announcement may be exactly the same as what was used previously but with instructions on how to apply electronically. Additional materials (e.g. transcripts, teaching evaluations, etc may be either attached electronically by the applicant or the applicant may mail a "hard copy" to the department. **Submission of the Vacancy Pool Announcement with attachments only needs to be submitted once through the EO Office to HR, unless it is changed or revised.**

For Those Applicants Who Are Currently In the Vacancy Pool:

1. The hiring department will send out a notification (template will come from HR) to those applicants currently in the vacancy pool asking them to reapply electronically if they would like to remain in the pool. The notification will include a link to the EASE application system.
2. The hiring department will screen electronic applications, and enter dispositions for applicants, in EASE.
3. The hiring department conducts a minimum of 2 interviews, for those finalists who have not been previously interviewed or hired, in person or by phone, maintaining a consistent method in the interviewing. (i.e. if interview one by phone, then interview all by phone).

If there is only one viable candidate, an exception can be made by the department chair as long as a rationale is written in the "comments" section of the "Request to Make Offer of Employment" E-form.

For Those Applicants Who Are New to the Vacancy Pool:

1. Applicants apply using the electronic on-line application system (EASE). Note: The hiring department will **not** have to send out letters confirming receipt of application to applicant or blue cards collecting demographic information. **EASE will automatically send these for you.**
2. The hiring department screens the applications (application materials can now be attached or you may request attachments to be mailed to the department) using the approved rating instrument and enters the dispositions in EASE.
3. The hiring department conducts a minimum of 2 interviews, for those finalists who have not been previously interviewed or hired, in person or by phone, maintaining a consistent method in the interviewing. (i.e. if interview one by phone, then interview all by phone).

If there is only one viable candidate, an exception can be made by the department chair as long as a rationale is written and attached to the “Request to Hire” E-form.

Hiring the Finalist:

The hiring department submits a “Request to Hire” E-form when the hiring decision is made.

For Reoccurring Vacancy Pools – Once a Year:

The EO Office will review the Vacancy Pool posting with the Department Chair, once a year, considering the Vacancy Pool demographics and Affirmative Action goals, in order to provide assistance for recruitment of under-represented women or minorities into the vacancy pool, as needed.

Advantages to Converting the Vacancy Pool to the NOVUS (EASE) System

Change can be challenging, especially when it means an investment of time at the outset. The conversion to the NOVUS system (EASE) for vacancy pool applications for limited term faculty will significantly benefit departments and the university in general for the following reasons:

1. The university will be in compliance with the OFCCP.
2. Because EASE collects all the necessary data and automatically sends a letter to the applicant acknowledging their application, departments will no longer need to send out application confirmation letters and Affirmative Action (blue) demographic cards.
3. Once in the electronic system, applicants can easily update their applications as necessary, without having to mail in new materials. This will help the development of vacancy pools to have the most current information on applicants (qualifications, addresses, etc.)
4. Vacancy Pool applicants will be refreshed every three years by Human Resources. Reports from the EASE system will identify those vacancy pool applicants shortly before their 3-year expiration date and HR will send the applicants a request to reapply. This

refresher will help to ensure that the applicant's information is current and that only those people who are still interested in employment remain in the pool.

5. Applications will be filed and stored electronically, significantly decreasing storage needs and hard copy applications will no longer need to be sorted through.
6. As some departments have a high volume of applications to go through, they will now have the ability to advertise more specific positions and have the applicant post to the most appropriate one(s). (e.g. Modern and Classical Languages could set up specific position descriptions for each language. Applicants could select those languages they would like to be considered for, again saving the department time in doing pre-sorting.)
7. Real-time reports such as list of applicant dispositions; contact information report; and prescreen question results can be generated through EASE.
8. Tools: Prescreen questions and on-line rating tool can be utilized, if desired, through EASE.

Guidelines for Hiring through Faculty Vacancy Pools Using Electronic Application System are attached.