

Guidelines for HIRING THROUGH FACULTY VACANCY POOLS USING ELECTRONIC APPLICATION SYSTEM

The purpose of a vacancy pool is to fill temporary faculty vacancies that result from: ongoing department needs to meet enrollment demands; faculty illness; an unsuccessful search process; or other department needs. These guidelines should assist departments in implementing the electronic application system (EASE) for faculty vacancy pool hiring, ensuring affirmative action and equal opportunity principles and maintaining records necessary to be in compliance with federal and state regulations.

The Human Resources Office (HR) can provide assistance at 360-650-3306. The Equal Opportunity (EO) Office can also provide assistance at 360-650-3307 or TTY 360-650-2535.

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| Hiring
Department | <ol style="list-style-type: none"> 1. Establishes vacancy pool by completing a “Request to Post Vacancy Pool E-Form,” with required attachments listed on the form, and follows the routing instructions. 2. Submits forms and documents listed above any time the job description changes and needs re-posting. |
| EO Office | <ol style="list-style-type: none"> 3. Reviews and approves documents as vacancy pools are electronically established and anytime the job description changes. 4. Assists department in identifying additional advertising sources to encourage applications from targeted populations, if there are affirmative action placement goals and the current vacancy pool lacks diverse applicants. 5. Forwards the position description, if it is new or revised from the previous year, to HR for posting on the HR employment website. 6. Conducts annual demographic review of vacancy pool applicants, interviewees, and those hired to assess progress in meeting affirmative action goals and to assist departments in undertaking good faith efforts to do so, if needed. |
| HR -
Employment | <ol style="list-style-type: none"> 7. Posts job description on the employment website. 8. Processes electronic applications as they are received so that departments are able to review them on a continuous basis (HR will provide instructions). |
| Hiring
Department | <ol style="list-style-type: none"> 9. Evaluates electronic applications by using the approved rating tool. 10. Ensures dispositions are entered in EASE for all applicants as part of applicant evaluation process. 11. Interviews a minimum of 2 candidates, in person or by phone, maintaining a consistent method in the interviewing, (i.e. if interview one by phone, then interview all by phone) for those finalists who have not been previously interviewed or hired. If there is only one viable candidate, an exception can be made by the department chair as long as a rationale is noted in the “Comments” section of the “Request to Make Offer of Employment” E-form (see #13 below). |

12. Updates dispositions in EASE for all finalists or alternates, when hiring decision is made (HR will provide instructions).
13. Completes "Request to Make Offer of Employment" E-Form, following routing instructions on the form, before offer is extended.
14. Only after all approvals have been made, an offer of employment may be extended.
15. Notifies applicant when his/her application is nearing the 3-year time limit to remain active in the vacancy pool and requires re-application for continued consideration.
16. Inactivates expired applications.

HR –
Employment