

UMASS DARTMOUTH

Procedures for Recruitment, Selection & Hiring





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RECRUITMENT AND SELECTION PROCESS

Quick Reference Guide

The procedure for hiring Faculty and Staff generally involves four steps. The table below illustrates the basic components of the hiring process and specific items that are required or recommended for each group.

- Approval to Hire
- Advertising
- Screening Process
- Determine Finalists

<i>Documentation</i>	Classified	Temp/ Emergency Hire	Professional Staff	Non-Unit Staff	Faculty	Honorific Appointm ent	Post -doc Research Associate	Part-time Lecturer
1. Approval to Hire								
Requisition Form/via tracking system	X	X	X	X	X		X	
Search & Screen Committee formed by Appointing Authority and approved by EEO	X		X	X	X			X
Position Description (See HR web site for description Tool- Classified/Professional Templates)	X		X	X			X	
2. Advertising								
Internal Vacancy Posting	X		X	X				
External Vacancy Posting	X	X	X	X	X			X
Bulletin Boards (postings)	X		X	X				
Newspapers, Journals	X		X	X	X		X	X
UMD on-line posting	X		X	X	X			
3. Screening Process								
Search & Screen Committee formed by Appointing Authority and approved by EEO	X		X	X	X			X
Appointing Authority, HR and EEO Charge of lawful search	X		X	X	X			
Interview process and assessments <ul style="list-style-type: none"> • Interview questions w/EEO approval • Potential candidates w/Office of Diversity, Equity & Inclusion approval • Interview internal candidates • Interview external candidates • Assessment of all interviewed candidates 	X		X	X	X		X	
Committee Recommendation Form	X		X	X	X			
4. Final Selection/Documentation								
Reference Check Form completed by Appt. Authority/Chair of S&S or designee	X		X	X			X	
Contract drafted by HR	X		X	X	X	X	X	X
Record Keeping	X	X	X	X	X	X	X	X

Contact Human Resources, for additional questions at 508-910-6474 or Office of Office of Diversity, Equity and Inclusion at 508-910-6405

At UMass Dartmouth, our mission is to provide an environment that is inclusive, open, and diverse. UMass Dartmouth supports a learning environment that builds a foundation for civic responsibility, individual skills and professional success through scholarly research and creative teaching activities for faculty and students. Our goal is to offer guidance about University processes in recruitment; selection and hiring that reflect institutional values. Administration is working to operate in ways that are efficient and effective in meeting our obligation to fill positions in a fair and timely manner. You might ask . . .

WHAT ARE THE PROCEDURES AND POLICIES FOR RECRUITMENT, SELECTION AND HIRING?

In the most general terms, the procedures and policies for recruitment, selection and hiring are a series of steps determined by the University to assure that we hire the best-qualified candidates for positions while complying with state and federal law, contractual obligations, Trustee and University policy.

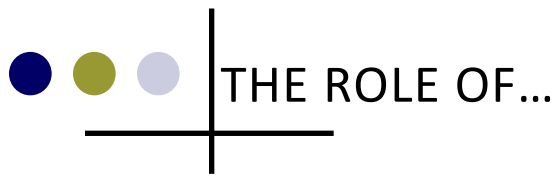
WHY DO WE NEED PROCEDURES AND POLICIES FOR RECRUITMENT, SELECTION AND HIRING?

As a large, complex, public institution, we must be able to display to all stakeholders – our students, our employees, our community, our Trustees, the citizens of the Commonwealth, and our government – that we operate in a manner that is fair, effective, efficient, and transparent. Each step in this process helps us to demonstrate that to our stakeholders.

DO I NEED TO FOLLOW THESE PROCEDURES AND POLICIES FOR RECRUITMENT, SELECTION AND HIRING FOR ALL POSITIONS?

YES. The information in this booklet is intended as an outline of the University's procedures for the recruitment, selection and hiring of management, faculty, professional and classified staff. It will provide you with guidance for conducting searches as well as some references to assist you. Should you have any questions or concerns about the procedures and policies for recruitment, selection and hiring, please contact the Office of Human Resources at 508-910-6474 for assistance.

Lastly, administration is committed to continuous assessment and improvement of these procedures and policies. We welcome your comments, feedback and suggestions for improvement. In an effort to develop the most effective procedures for the recruitment, selection and hiring of management, faculty, professional and classified staff, the University will periodically review and revise these procedures.



HUMAN RESOURCES:

Human Resources (HR) has overall responsibility for the effective and efficient implementation of the procedures and policies for recruitment, selection and hiring of all personnel. HR is the primary institutional resource for hiring units, and is responsible for ensuring that these processes comply with contractual obligations, applicable laws and regulations, and, in consultation with the Office of Diversity, Equity and Inclusion (EEO/AA) requirements.

OFFICE OF DIVERSITY, EQUITY AND INCLUSION (COMMONLY KNOWN AS EEO/AA):

EEO/AA is responsible for assuring institutional compliance with EEO laws, AA regulations, campus and Trustee policies relative to protected class individuals. In addition, EEO/AA has the primary role to develop, implement, and monitor the campus Equal Opportunity/Affirmative Action Plan, and monitor recruitment, selection, promotion and separation transactions.

CHAIR, SEARCH & SCREEN COMMITTEE:

The Chair of the Search & Screen Committee, in conjunction with EEO/AA and HR, is responsible for completing each step of the established procedures and policies, obtaining required signatures/initials and giving guidance and leadership to the Committee.

SEARCH & SCREEN COMMITTEE:

The Search & Screen Committee selects candidates to be interviewed by reviewing resumes and application materials, identifying qualified candidates, developing the questions, obtaining EEO/AA approvals, conducting the interviews, composing the strengths and weaknesses summary for each candidate interviewed, and preparing a list of two (2) or more recommended finalists, unranked and in alphabetical order, to forward to both the Appointing Authority/designee (and department chair for faculty positions) and EEO/AA.

DEPARTMENT CHAIR (FACULTY SEARCHES):

The department chair may be a member of the Search & Screen Committee. The department chair shall receive the Search & Screen Committee's recommendations unranked and in alphabetical order. With the advice of the tenured faculty, and upon consultation with the non-tenured faculty, the department chair shall forward his/her recommendations to the dean. The department chair's recommendations must be made from the recommended candidates of the Search & Screen Committee. The department chair may recommend one or more of the candidates recommended by the Search & Screen Committee.

APPOINTING AUTHORITY:

The Appointing Authority is the Department Head or Dean or his/her Designee. The Appointing Authority or designee meets and charges the Search & Screen Committee with Human Resources and EEO at the beginning of the process to ensure that the committee has a clear understanding of the position to be filled. The Appointing Authority/designee presents the committee with the job vacancy announcement and job description, including the qualifications to be reviewed and discussed with the committee. The Appointing Authority/designee selects the Chair of the committee and members of the committee. The Appointing Authority/designee discusses the vision as well as short-term and long-term goals. The Appointing Authority also reminds the committee that they are to recommend at least two (2) finalists, unranked and in alphabetical order, to the Appointing Authority/designee (and department chair for faculty positions).

EXTERNAL SEARCH CONSULTANT:

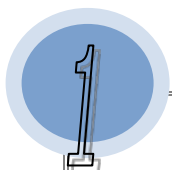
Human Resources and EEO must be consulted **before** searches utilizing an external consultant has commenced. Oftentimes an Appointing Authority hires an external search consultant to assist with a recruitment and selection process in order to attract a broad, highly qualified, diverse applicant pool. The consultant meets with the Appointing Authority, the Search & Screen Committee chairperson, HR and EEO to understand and agree upon an action plan for the process, including who will be responsible for executing each step of the procedures for recruitment, screening, interviewing, selection and reference checking

NEED HELP?

- ➡ Contact HR 508-910-6474
- ➡ Contact EEO/AA 508-910-6405



THE RECRUITMENT PROCESS



SUBMISSION OF A REQUISITION – VIA TRACKING SYSTEM

<p>A</p>	<p>A completed Requisition together with the following documentation will be forwarded to the next line approver via our applicant tracking system:</p> <ul style="list-style-type: none"> ➤ Position Description, Advertising Text, and Advertising Plan ➤ The Office of Human Resources and EEO will assist in the development of position descriptions and advertising text. ➤ Salary ranges are determined prior to search. <p>The appointing authority may exercise his/her judgement as to whether they are able to fund a foreign national employee. If the appointing authority determines that he/she does not have the funding for sponsorship, he/she may add the following language to their advertisement.</p> <p>Visa Language – Applicants must be authorized to work in the United States on a full time basis.</p>
<p>B</p>	<p>The Appointing Authority will be notified of the status of the requisition via email from the tracking system.</p>



THE SEARCH AND SCREEN PROCESS

<p>A</p>	<p>The Appointing Authority/designee, with the approval of EEO and Human Resources, has the ability to make a hiring recommendation without a committee. <i>Additionally</i>, an Appointing Authority may designate an individual to be a sole committee member for these positions.</p>
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The Search and Screen Committee is responsible for ensuring the applicants meet the minimum qualifications, interviewing applicants and determining which candidates will go forward to the next stage.

B

If utilizing a search and screen committee, it should consist of a minimum of three (3) individuals and should reflect the diversity of the campus. The Committee should also be composed of underrepresented individuals and/or those who are familiar with the requirements of the positions. The Recruitment Manager will ensure that the Hiring Authority is aware of contractual obligations as it pertains to the Search and Screen Committee membership.

Note: Every effort should be made to have all committee members at interviews. If all members cannot attend an interview he/she cannot weigh in on the candidate being interviewed. The EEO office must review and approve the Search & Screen Committee. This will be done in conjunction with the processing of the requisition.

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The Charge:

- There are two separate and distinct charges that the committee must receive before starting the search process. The Committee receive the EEO/AA charge, the HR and Appointing Authority charge.
 - a) EEO/AA is charged with assuring the search is conducted in a fair, equitable and legal manner. The Committee members will be informed of the rules and regulations that apply to the search as well as informed of the role of the committee and the committee chairperson. The charge should include an overview by HR of the applicable contractual requirements.
 - b) The Appointing Authority/designee is the person who will be making the final hiring decision. The Appointing Authority/designee will inform the Committee of the qualifications he/she is looking for in this position.
- Deadline Considerations (professional and classified):
 - a) The charge by the Appointing Authority and Human Resources will ensure recruitment efforts are completed within 60 days of posting deadline for AFSCME and Maintainer searches; 90 days for other applicable staff positions.
 - b) A request for an extension should be submitted by the hiring authority to the Office of Human Resources if necessary.
- Develop the questions--Interview questions are designed to help determine who the most qualified candidate is and who best meets the needs of the University. These questions must be job-related and serve to assess the prerequisite knowledge, skills and abilities of the candidates. Search committees should take full advantage of all resources available to them to develop effective, job related interview questions. (Contact the Recruitment Manager for suggested interview questions.) The Committee should also determine why it is asking each question and what is an appropriate or general response to those questions. Once questions are approved and the committee is given access to the pool – Questions cannot be changed or added.

Questions must be approved by the Office of Diversity, Equity & Inclusion before review of applications. The appointing authority also has the option to review the candidate in the pool when access is given to the Search and Screen Committee.

(Continued on next page)

D

Preparing for the Assessment:

- The Initial Screening Process--The Search & Screen Committee reviews and recommends which candidates to interview. There are many ways to screen applicants, but any method used must be based on bona fide job-related criteria. Some methods include paper credential screening (resume and/or cover letter), telephone interviews, writing samples, professional meeting/conference interviews etc. The Search & Screen Committee should create an assessment tool such as a chart/grid reflecting its assessment of how each applicant met the minimum and/or preferred qualifications of the position. **It is the responsibility of the Search & Screen Committee to ensure candidates meet the minimum qualifications of the position.** Sample grids/checks lists are available upon request from Human Resources.
- Upon completion of the initial screening, the committee forwards to the EEO/AA office the interview request along with the assessments for approval.
- The EEO office will notify the Chairperson that the Search & Screen Committee may move forward in the process. EEO/AA must approve candidates prior to scheduling interviews. The EEO office may require that the Search & Screen Committee conduct an additional review of candidates.

For External Applicants:

Applicants should submit all documents required in the advertisement/posting. Incomplete packages may be disqualified.

For Internals:

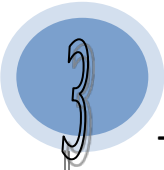
We recommend submission of all application/documentation

Search and Screen Committee Request to Remove Advertisement

We the members of the Search and Screen Committee for search # _____ have reviewed the current pool of candidates and agree that we have a sufficient amount of qualified applicants to successfully complete the hiring process. Therefore, we ask that the advertisement for the position of _____ be closed.

The committee agrees that any candidate who has applied prior to the execution of this form will be reviewed.

_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____



THE INTERVIEW PROCESS

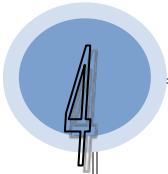
A	<p>Determine the components of the interview:</p> <ul style="list-style-type: none">➤ At a minimum, qualified candidates must have an interview with the committee. Additionally, the committee may require the candidate to perform some task that is part of the regular position (e.g., teaching demonstration, give a typing sample), or to be assessed on some aspect of the job (e.g. technical knowledge assessment). Candidates for interview must be notified of the components of the interview (e.g., assessment, presentation, room location). Candidates may request accommodations as to the room or assessment being conducted. If there are any questions about an ADA accommodation request, please contact EEO/AA at 508-910-6405. or www.umassd.edu/eo/hiringforms.cfm. EEO must approve candidates prior to scheduling interviews.➤ The committee may also wish to schedule semi-formal or informal interviews with colleagues/peers, students, and/or interested constituencies.
B	<p>Schedule the interviews:</p> <ul style="list-style-type: none">➤ The Committee Chair should make every effort to schedule the interviews at a time and place when all members of the Search & Screen Committee can attend. If there is more than one component of the interview, then sufficient time must be allowed for each component. Each candidate should be given approximately the same amount of time for each component of the interview process.
C	<p>Conduct the Interviews:</p> <ul style="list-style-type: none">➤ Interviews must be conducted equitably for all candidates. The same questions and assessment tools must be applied to all candidates. The committee may ask job-related, follow-up questions for purposes of clarity or expanding on particularly relevant experiences.➤ The Committee must have determined ahead of time the method or process to be used to evaluate the candidates during interviews. Some methods include narrative, and comparative (e.g., excellent, good, weak). The Committee Chair is responsible for documenting the evaluation method used for all candidates interviewed. Please do not use numerical ratings.

(Continued on next page)

D

Determine the finalists:

- The Search & Screen Committee should select a minimum of two candidates, whenever possible to forward to the Appointing Authority. Exceptions to this may occur.
- For advertisements open until filled, the committee is responsible for informing Human Resources as to when the advertisement may be removed from the website. See Search and Screen Advertisement removal form.
- The Committee Chair should submit the following to the Appointing Authority: the committee's recommended finalists, a summary of strengths/weaknesses for all applicants reviewed, resume reviews, candidates interviewed and other required documentation, EEO/AA Assurance Form signed by all committee members. **Once the Assurance Form is completed and signed, no new applicants will be reviewed.**
- The Appointing Authority/designee will conduct a comprehensive review of the finalist packet.
- The Appointing Authority is encouraged to meet with the Search & Screen Committee to discuss the finalists.
- For FACULTY searches, the committee chair will provide a complete recommendation package via the tracking system to the Department Chairperson. With the advice of tenured faculty, and upon consultation with the non-tenured faculty, the department chair shall forward his/her recommendation(s) to the Dean. The department chair may recommend one or more of the candidates recommended by the Search and Screen Committee



MAKING THE FINAL DECISION

A

Appointing Authority Interviews:

- The Appointing Authority/designee may wish to interview candidates alone, with other staff or conduct a series of interviews with other colleagues. While there is greater flexibility in the final interview process, it is still important to remember that all questions must be job-related and all candidates are treated the same.

B

Conducting Reference Checks:

- Once interviews are completed, Appointing Authority/designee must conduct up to (3) three reference checks on a candidate of choice prior to recommending a candidate for hire. Reference checks should be regarded as another form of interviewing. As such, hiring decisions should not be made without checking references.
- Letters of recommendation may be used in place of reference checks for FACULTY searches ONLY. In place of reference checks, for FACULTY SEARCHES—letters of recommendation may be used, if in the advertising copy the following verbiage is used **“three, current, original letters of recommendation”**.

C

The Hiring Decision:

- The Appointing Authority selects one candidate who will be offered the position. The Appointing Authority notifies Human Resources and EEO of the selected candidate via the tracking system notes section. Please see the Making the Offer job aid at <https://my.umassd.edu/group/human-resources/recruitment>
- For an AFSCME search, a completed AFSCME Finalist Assessment form for each internal candidate recommended by Search & Screen Committee must be completed.

Background Reviews:

- Potential hires should be notified that any verbal offer of employment is contingent upon a background check. The candidate should be notified that the University has obtained the services of a third-party company to conduct these background checks.

A Failed Search:

- A search has failed if the Appointing Authority or designee does not choose to recommend a candidate for hire or if the Administration determines there was a violation of the process. Determination of a failed search is decided by the collaboration of HR, EEO and the Appointing Authority. The Appointing Authority will subsequently notify the Search & Screen Committee of this decision.
- In the event a search is failed, a new Requisition may need to be completed.



OTHER TYPES OF HIRES

- I. STAFFING AGENCY TEMPORARY HIRE
 - II. TEMPORARY HIRE
 - III. POSTDOCTORAL HIRE
 - IV. HONORIFIC HIRE
 - V. RESEARCH AND TECHNICAL ASSOCIATE
 - VI. FACULTY
 - VII. SPECIAL OPPORTUNITY FACULTY HIRES
 - VIII. SPECIAL OPPORTUNITY PROFESSIONAL HIRES
 - IX. PART TIME LECTURERS
-

I. AGENCY HIRES

UNIVERSITY OF MASSACHUSETTS DARTMOUTH



Temporary Hire from a Staffing Agency

As part of our continuing efforts to increase the level of customer service, and in response to suggestions from the campus community, effective July 1, 2008, the Office of Human Resources will facilitate the employment of temporary employees through the use of employment agencies. When your department is in need of utilizing staff from a temporary employment agency, please complete the Agency Request Form (which is located on our web site www.umassd.edu/hr/jobs.cfm). The Office of Human Resources will contact an agency to communicate your department's particular needs and coordinate the review/interview of candidates with the hiring manager.

Please take note that the temporary agency assignments should not exceed one **year**. If there are extenuating circumstances that require additional time, please contact the Office of Human Resources.

In addition, please note the following details when requesting a Temporary Office employee from s Staffing Agency:

- Full-Time Temps working over 6 hours per day must receive a minimum of one 30-minute meal break.
- Temp hires should receive no more than (2) 15 minute breaks per day.
- Temp hires may not work more than their contracted hours.
(Overtime is not allowed)
- Notify the Office of Human Resources if/when the employee completes their assignment or abandons their assignment.
- **Please note:** Certain temporary hire positions may be subject to an agency fee to be determined by the office of Human Resources.

Current the University utilizes the following staffing agencies.

K-Force
Panther
Adecco

A Blanket Purchase order needs to be processed in order to pay for these services. Please provide PO# to Human Resources once available.

We hope your department will benefit from this service and we welcome your comments and suggestions. Lastly, please inform me via email once the temporary employee has completed his/her assignment. Should you have any questions, or would like more information, please contact **Leslie Mercure, Recruitment Manager @ 508-910-6474.**

Thank you,

Human Resources

Agency Request Form

Date _____

<i>Department</i>	
<i>Contact Person/Extension</i>	
<i>Title</i>	
<i>Reason for Temporary Hire</i>	
<i>Speed Type</i>	
<i>Minimum qualifications Required</i>	
<i>Please give a detailed explanation of why you need to utilize an outside staffing agency and also the type of qualifications this position requires (you may use a second page if needed)</i>	

Start Date: *End Date:* *Work Schedule:*

Number of Work hours of Temporary Employee:

*Employee may not work more than 40 hours per week
Overtime not allowed*

In order for this form to be complete, the Department Head must authorize this form

Department Head/ Chairperson

Date

Dean/Division Head

Date

FOR HR USE ONLY					
<i>Staffing Agency:</i> _____			<i>Contact Person:</i> _____		
<i>Name of Temporary Employee:</i> _____			<i>Rate of pay</i> : \$ _____		
Non-Employee Employee ID Form Completed		Yes	No	ID# _____	
Required Access:	Timekeeping	Yes	No	Granted by: Human Resources _____	
Financials		Yes	No	Granted by: Budget Dept. _____	
	Student Info	Yes	No	Granted by: Registrar _____	
	Email	Yes	No	Granted by: Access MGT. _____	

ESU/Fac Fed Agency Fee	Yes	No

II. PROCEDURES FOR TEMPORARY HIRES

This form should be completed in its' entirety and forwarded with a CV/resume to necessary parties for approval.

Periodically, University departments may require temporary employees to fill in for a regular employee, assist with a special project or fill a position until a search can be conducted.

Departments may hire temporary employees on the University's payroll for up to 9 months duration , non-benefited, excluding Part-Time Lecturers, Student Status, Full Time Lecturers* and Post Doc Research Associates. No assignment may last longer than 9 months without prior written approval from the Office of Diversity, Equity and Inclusion. It is imperative that a search begin in a timely manner to ensure coverage for these positions.

** Certain exceptions may apply*

The requesting department will receive notification from Human Resources and/or EEO regarding the approval to hire. Human Resources will then notify the individual and supervisor of the next steps in the process. Should you have questions please contact the Office of EEO @ 508-910-6474 or Human Resources @ 508-910-6474.



*Needs updating by EEO

Is this an
Extension Request Yes No

Temporary Hire Form

Have you completed the Employment Status form? If not See Attached

Name of the Employee: _____ Department _____

Assignment Title: _____

Dates service to be performed (not to exceed 9 month in duration) : From _____ To _____

• Purpose of Appointment

- In order to hire a temporary non-benefitted employee, the period of employment must be for less than 9 (nine) months, twelve (12) months for professional post retirees, (not to exceed 960 hours per calendar year) and one or more of the following factors must exist:
 - Employee will temporarily fill an absence when a benefitted employee is on a leave of absence.
 - Name of staff member on leave: _____
 - Date of expected return: _____
 - Employee will temporarily fill a staff position while a search is underway or about to begin.
 - Date search began/will begin: _____
 - Expected duration of search: _____
 - To deal with an emergency situation, critical, or seasonal need of the department (describe):
 - _____
 - _____

- Description of duties: _____
- Salary Requested: _____ HR Account Code (Speed Type) _____
- Number of Hours per week _____
- How was the candidate selected for hire? _____
- How is the Employee qualified to perform these duties? [attach resume or C.V./and or copy of grant] _____
- Does this work fall within the scope of another employee's current responsibilities? Yes No
If yes, what is the reason they are not being performed by that employee? _____
- What is the impact on the University if these services are not performed? _____
- Will a search be conducted, If yes, when? If no, please explain? _____

Supervisor/Funding Dept. (if Different from Supervisor) _____
 Print Name Signature Date

Dean/Division Head _____
 Print Name Signature Date

Office of Diversity Equity and Inclusion _____
 Print Name Signature Date

III. POSTDOCTORAL FELLOW HIRING PROCESS

Since the Postdoctoral Fellow is paid from a federal, state, or private grant obtained by a regular faculty member, the work to be done by the individual must be to support the grant deliverables. The faculty member who provides the funding (the PI) must have the flexibility to hire the best available candidate and the judgment must reside with the faculty member.

Recruitment for Postdoctoral positions should include measures for outreach as these positions can add to institutional efforts to enhance diversity and provide opportunities to underutilized groups. These steps may include advertising through electronic list-serves and mailing job descriptions and vacancy notices to universities and colleges. The hiring unit should maintain documentation supporting the department's efforts.

It is often the case that, in these types of employment situations, a specific person is desired or has been identified to fill the appointment because of a research imperative. Because of this, a search process is not necessarily required. However, wanting to appoint a post-doc does not preclude the hiring unit from conducting a search to fill such a position. In fact, searches are highly encouraged.

All activities, regardless of the means to identify and appoint the candidate, must be **documented** and the records maintained for a period of two years from the hire date of the successful candidate. The actions and notes of all search committees (if applicable) must be maintained within the department for two years. Additionally, hiring officials (Principal Investigators, etc.) who seek post-docs through professional contacts via mail, e-mail, phone or other such means must document all such efforts and must preserve all records. Furthermore, any "interviewing" or "screening" activities including reference checks of finalists – must be documented and the copies of records maintained in the department with originals of documents sent to EEO/AA and HR.

The following steps should be followed in recruiting/hiring Postdoctoral Fellows:

1. The PI/department completes a Requisition (including funding sources), position description (see sample), a draft position announcement/advertisement, and a search plan and forwards to the College Dean.
2. For those cases in which a search will be conducted, after the College EEO Mentor certifies the search plan, the Dean will forward the recruitment documents to HR for approval, position numbering, and announcement posting. The HR office communicates the plan to EEO/AA Office.
3. Once a position number is assigned, the faculty mentor/PI proceeds with any advertising and selection process. Each applicant is asked to complete and return an Ethnic and Gender Referral form.
4. Prior to interviewing candidates, the Principal Investigator will send to the EEO/AA Office the names of all applicants noting names of the candidates selected for an interview. If necessary, the EEO/AA office may request additional information in the applicant pool. Note: All search waivers must be approved by the regular waiver process, which is to send a memorandum to the appropriate Vice Chancellor and then the EEO/AA office, explaining why there is a need for employing an individual(s) without a selection process.
5. The PI/department prepares a hiring package that includes; a *Recommendation Form for Postdoctoral Appointment* approved by the Dean, curriculum vitae, degree certification (if new appointment), proof of employment eligibility. Degree certification may be in the form of a signed dissertation accompanied by letters from the faculty member that served as major professor for the incumbent and from the Dean of the Graduate School or equivalent from the granting institution. The hiring package is sent to EEO/AA Office for approval and the EEO/AA office forwards the package to HR who will generate the offer letter.
6. After the candidate accepts the terms of the appointment in writing, HR will process payroll and benefits. Note: all required employment documentation must be received before the individual can be added to payroll.
7. The faculty mentor/PI works with the International Student & Fellow Center and HR to complete any visa or work authorization requirements.

8. On the first day of work, the Postdoctoral Fellow should be directed to HR to complete the required I-9 process and any other new employee orientations.
9. At the completion of the postdoctoral Fellow appointment, the originating department must send a termination notice to HR to remove the individual from payroll and terminate benefits.

POLICY

Preamble

The University of Massachusetts Dartmouth is committed to developing and maintaining a vigorous program for Postdoctoral Fellows that will simultaneously provide mentorship and professional development opportunities for participants, support, and expand the university's research mission. Postdoctoral Fellows contribute to the academic community by enhancing the research and education programs of the University. They bring expertise and creativity that enrich the research environment for all members of the University community, including graduate and undergraduate students. The University strives to provide a stimulating, positive, and constructive experience for the Postdoctoral Fellow, by emphasizing the mutual commitment and responsibility of the institution, the faculty, and the Postdoctoral Fellow.

Position Definition

Postdoctoral Fellow appointments are intended to provide a full-time program of advanced academic preparation and research training. Postdoctoral Fellows train under the direction and supervision of faculty mentors in preparation for academic or research careers. In addition to pursuing advanced preparation in research, Postdoctoral Fellows may be approved to engage in other activities to enhance teaching and other professional skills. The appointee has the freedom and is expected to publish the results of his or her research or scholarship during the period of appointment. The appointee is expected to write proposals for grant funding jointly with the Faculty Mentor and may serve as a Co-Principal Investigator.

Terms of Service

- a. Appointment as a Postdoctoral Fellow requires a doctoral degree (e.g., Ph.D., Sc.D., M.D.) or foreign equivalent awarded within the last 6 years.
- b. Postdoctoral Fellow appointments are temporary and have fixed end dates. Appointments must be made for a minimum duration of three months and a maximum duration of two years. Postdoctoral Fellows may be reappointed subject to the same service constraints. Renewal is based on performance and funding availability. It is within the University's sole discretion not to reappoint a Postdoctoral Fellow.
- c. The total duration of an individual's postdoctoral service may not exceed five years, including postdoctoral service at other institutions.
- d. Appointments to the Postdoctoral Fellow title are full time, based on the expectation that the Postdoctoral Fellow will be primarily involved in research. If a Postdoctoral Fellow additionally holds a University teaching appointment or other University position(s), the percent time of the Postdoctoral Fellow appointment normally will be reduced so that the sum of the percent times of all appointments equals 100 percent.
- e. Postdoctoral Fellows must be eligible to work in the United States.

EEO/AA

Hiring units should strive to have an inclusive, supportive environment that provides postdoctoral training opportunities and maximizes and values the potential of all Postdoctoral Fellows. Units are encouraged to announce opportunities in order to identify qualified candidates; however, since Postdoctoral Fellow appointments are temporary positions they are exempt from formal recruitment documentation (see Hiring Process below). At a minimum, the hiring units should post on campus and within the department's website, and also utilize professional networks to the greatest extent possible in order to promote equal opportunity for all candidates.

Compensation

1. Generally, the Postdoctoral Fellow salary support is paid from external funding obtained by the faculty mentor or by the Postdoctoral Fellow, and may have been awarded as a fellowship or traineeship for postdoctoral study by an extramural agency or by the university.
2. Departments are responsible for determining the salary ranges appropriate for their discipline and establishing the criteria for determining the salary of individual Postdoctoral Fellows appointees. Such criteria may include, the individual's qualifications, number of years of experience, performance as a postdoctoral Fellow, funding availability in the discipline, and competitive salaries and stipends paid by other universities.
3. Salary increases may be recommended for Postdoctoral Fellows based on merit and the availability of funding, and in conjunction with an annual review/reappointment review. Although the candidate's entire record may be considered, heavy emphasis will be placed on the evaluation of contributions since the last review.

Postdoctoral Fellow Responsibilities

1. Conscientious discharge of assigned duties;
2. Adherence to ethical standards;
3. Compliance with good laboratory practice and recognized University standards;
4. Observations of established guidelines for research involving biohazards, human subjects, or animals;
5. Open and timely discussion with the mentor regarding research progress, distribution of research materials, or any disclosure of findings or techniques privately or in publications,
6. Collegial conduct toward coworkers; and
7. Compliance with all applicable University policies and procedures

Faculty Mentor Responsibilities

1. Faculty mentors are responsible for guiding and monitoring the advanced training of Postdoctoral Fellows. In this role, mentors should make clear the goals, objectives, and expectations of the appointment and the responsibilities of Postdoctoral Fellows. Faculty mentors are also responsible to educate the Postdoctoral Fellow in Intellectual Property, Copyright, various other Sponsored Research guidelines, and other University standards. Faculty mentors should regularly and frequently communicate with Postdoctoral Fellows, provide regular and timely assessments of the Postdoctoral Fellows performance, and provide career advice and job placement assistance.

2. Faculty mentors are responsible to secure space, facilities, and other resources needed for the Postdoctoral Fellow to conduct the research envisioned jointly with the Faculty Mentor, and to assist in the publication process of such research.
3. Faculty mentors are also responsible for arranging for required funds to supplement salary to meet minimum pay rates for Postdoctoral Fellows, if necessary, and for identifying possible sources for funds to cover benefit costs.
4. Faculty mentors must conduct an annual review of the Postdoctoral Fellow. This review must be completed no later than the anniversary of the effective date and available to the Postdoctoral Fellow.

Grievances

Postdoctoral Fellows may follow the grievance processes outlined in Employment Policies for Non-faculty for resolution of employment related disputes.

Hiring Authority

1. The academic deans have been delegated the authority to approve appointments and reappointments to Postdoctoral Fellow positions.
2. The dean will notify the individual of the appointment in writing, with copies to the faculty mentor, the mentor's unit, and the Associate Provost for Graduate Programs.

Benefits Eligibility

Postdoctoral Fellows are eligible for health and leave benefits established for non-faculty employees. For those appointed as Fellows, faculty mentors must identify the funding source to cover the University portion of these costs. Postdoctoral Fellows are not eligible for retirement benefits.

References

The UMass Dartmouth Postdoctoral Fellow program incorporates elements of the following reports:

1. Committee on Postdoctoral Education, *Report and Recommendations*, American Association of Universities, March 31, 1998.
2. Committee on Science, Engineering and Public Policy, *Enhancing the Postdoctoral Experience for Scientists and Engineers*, National Academies Press, 2000.



OFFICE OF THE ASSOCIATE PROVOST FOR RESEARCH & ECONOMIC DEVELOPMENT

Recommendation for Postdoctoral Appointments

Check one:

- Initial appointment, Extension of Appointment, Benefitted, Non-Benefitted

Type application online and send as an e-mail attachment to the sponsoring campus unit. If not possible, type and send by fax. DO NOT WRITE BY HAND.

Personal Data

Name: _____

Family: First _____ Middle Initial _____

Date of Birth: _____ Sex: Male Female

Permanent Address: _____

Street: _____ City: _____ State/Country: _____ Zip Code: _____

Country of Citizenship: _____ (Anticipated) Visa Type: _____

E-mail Address: _____

Purpose of Research Visit: _____

Proposed Visit

Start Date: _____ End Date: _____

Highest Degree

Degree: _____ Date: _____ Institution/Location: _____

Have you been a professor, associate professor, or assistant professor elsewhere? No Yes If yes, where? _____

Previous Postdoctoral Experience

Prior to proposed appointment, have you held other postdoc positions? No Yes

If yes, please list each institution and amount of time each appointment was held:

- 1. Institution: _____ Number of Years: _____ Months: _____
2. Institution: _____ Number of Years: _____ Months: _____
3. Institution: _____ Number of Years: _____ Months: _____

For School/College/Department/GPO Use Only

Name of Campus Sponsoring Unit: _____

Administrative Contact: _____ E-mail: _____ Phone: _____

Visitor's Work Location / Lab: _____ Faculty Sponsor: _____

Institutional Source of Financial Support while at UMass Dartmouth

Amount per month \$: _____ Source (funding agency): _____

Type of funding source: Federal State/Local Govt. Private Agency/Business UMass/Institutional Funds Foreign Govt. Self-Supporting Other

Distribution of effort by source (%): _____

Signature of Faculty Sponsor/PI: _____ Date: _____

Signature of Dean, Chair of Director: _____ Date: _____

Signature Asst. Chancellor for Diversity,
Equity and Inclusion
Office of Human Resources

_____ Date _____

_____ Date _____

FOR GRADUATE PROGRAM OFFICE USE ONLY

Title Approved / Recorded

Postdoctoral Scholar

Postdoctoral Fellow

Postdoc Other

Visiting Scholar

Documents Recorded

Curriculum vitae

Personal statement

I-9 certification

Degree certification/transcript

By: _____ Date: _____

IV. HONORIFIC HIRES

University of Massachusetts Dartmouth Academic Affairs Division

Policy on Honorific Appointments

This document updates and expands the university's policy on Honorific Appointments, approved by the university's Board of Trustees on September 10, 1987.

Honorific Appointments

The honorific appointment of an individual who will be contributing to the university's programs for research, scholarship, creative activities or development is called a Visiting Scholar. While Visiting Scholar is the general term for honorific appointments, a customary title such as Adjunct Professor may be used to recognize an appointment of a specific type.

Purpose and qualifications

Visiting Scholars are individuals invited to our campus for a specific academic purpose and for a limited period, e.g., a semester or year.

Although the appointment may involve teaching, it is not primarily a teaching position but encompasses scholarly endeavor or other research or development work. Visiting scholar appointments differ from faculty positions such as those for tenure-track faculty; they are an appointment to do a project or set of activities, not employment as a faculty member. Visiting Scholar appointments do not require a hiring search.

Visiting Scholars should be distinguished from visiting professors coming for a limited period, e.g., to occupy a rotating Endowed Chair. Visiting Scholars are often faculty coming here from another university, perhaps on a sabbatical, to work on a research project or to develop new expertise or knowledge that they can bring back to their home institution. Visiting Scholars can be from another university or from industry, research institutes, etc. Visiting Scholar appointments can be used for doctoral candidates from other universities coming to do research here. Visiting Scholars may audit classes on a limited basis when that activity is appropriate to the nature and purpose of their appointment; they will pay the regular tuition and fees for that activity unless specifically approved otherwise in the appointing documents.

Minimum qualifications shall include a) the appropriate academic degree and/or academic rank or equivalent professional experience in the field of the appointment (or being a doctoral candidate), b) having an appropriate professional position at another higher education or research institution or c) being retired from such positions. Normally, Visiting Scholar appointments do not provide salary or stipend, insurance, benefits, and other financial support, but it is possible to extend such consideration with justification when funding is available. Visiting Scholar appointments typically provide supportive amenities such as workspace and access to facilities, technology, and the library. Such considerations must be stated in the appointing documents.

Appointment Approvals

Appointment may be initiated by either invitation or application.

Review of the academic and/or professional qualifications of the individual will be initiated at the level appropriate for the objectives of the appointment. A Visiting Scholar appointment request typically originates in an academic unit of the university (i.e., a department or academic center).

When an academic department or interdisciplinary program recommends a Visiting Scholar appointment, the recommendation goes to the Dean of the College/School and then the Provost. When a center director recommends an appointment that does not involve teaching, the recommendation goes to the individual to whom the center reports, e.g., to the Dean, and then the Provost. When a center director recommends an appointment that involves teaching as well as activities in the center, the recommendation would originate in the center but be routed through the department in which the teaching would occur for a departmental recommendation on the appointment. The department Chairperson's and Dean's recommendation of the appointment would be conveyed in memoranda included in the file that goes to the Provost.

Visiting Scholar appointments will be approved by the Provost when they involve no financial support from UMass Dartmouth. The Office of Human Resources issues the appointment letter.

When a Visiting Scholar appointment does involve financial support from UMass Dartmouth, the Provost recommends to the Chancellor. Before doing so, the Provost will request a review and sign-off by the Office of Diversity, Equity and Inclusion. The purpose of this review is to verify that the position is legitimately honorific as opposed to one that should be posted and filled through a job-search process. The Office of Human Resources issues the appointment letter.

Documentation Required for the Appointment

The recommendation to the Provost that a Visiting Scholar be appointed should describe the nature, scope, and expected outcomes of the appointment. It should:

- Indicate the primary purpose of the visit.
- Outline the activities the Visiting Scholar will undertake. Specifically, it should:
 - State the academic field, the specific research or instruction area and the goals of the endeavor; Indicate a stated result or outcome--if not a concrete scholarly product, then a summary of the expected achievements and the benefits received by the university.
 - Indicate other activities or outcomes; for example, specified interactions with faculty, students, or staff.
 - If teaching is involved, indicate the course or courses to be taught and any special conditions.
- Indicate the starting and ending dates of the visit. While Visiting Scholar Appointments are for a specific duration, they may be renewed.

The individual should acknowledge UMass Dartmouth in any publications or other results from the Visiting Scholar Appointment.

The recommendation to the Provost should also:

- Document the individual's qualifications.
- Document that the individual wishes to accept the appointment as described.
- Indicate a person in the department or center who will be the contact person for the individual and who will oversee progress on the project and activities.
- State specifically the support the university will offer the individual: e.g., if an unfunded appointment, desk or office space, research space, telephone, computer, access to library, access to e-mail, access to computer services, access to secretarial assistance, access to campus housing; and if funded, also state the terms of the funding. Signatures accompanying the recommendation are commitments to provide the support indicated.

Approved appointments go to Human Resources for a contract to be issued, a file to be set up, etc.

Non-immigrant Visa (if required)

If the individual needs a non-immigrant visa, it would usually be the J-1 visa. The office on campus charged with issuing J-1 visa permission will assist the unit inviting the individual by contacting the individual to learn personal and official information needed for submission of the forms that result in the requisite visa. If there is limited time, the office can begin the visa paperwork before the approval is final. Actual issuing of visa forms requires an approved Human Resources contract.

It is a requirement for the J-1 visa that we have on record clear documentation of the nature, scope, and results of the appointment and the appointee's qualifications, as indicated above. The J-1 visa is issued for the purpose of full-time pursuit of the described project and activities; there are specific conditions and limitations regarding work for compensation, travel, dependents, etc., and we are accountable for monitoring the person's remaining in visa status. The office on campus charged with issuing J-1 visa permission works with the appointing unit and the visiting scholar on such compliance issues. Visiting Scholar Appointments cannot later become the basis for applications for employment-based permanent residency.

This policy is effective January 1, 2006.

Recommended by: Louis Eposito
Provost

Approved by: Paula Lee Coul
Chancellor

University of Massachusetts Dartmouth

Academic Affairs Division Procedure for Honorific Appointments Updated April, 2011

This document clarifies and expands the university's policy on Honorific Appointments, approved by the university's Board of Trustees on September 10, 1987.

Honorific Appointments

The University of Massachusetts Dartmouth recognizes four different types of honorific appointment: ***Visiting Scholar, Visiting Research Student, Adjunct Faculty and Affiliate Faculty.***

All honorific appointment requests should be made at least one month in advance of the expected start date, and appointments that require issuance of a visa should be initiated at least three months in advance.

Visiting Scholar Appointments are provided to individuals invited to our campus for a specific academic purpose and for a limited period of time, e.g., a semester or year. Renewal is not usually allowed. An individual may be repeatedly appointed as a Visiting Scholar provided the visits are separated in time – i.e. a faculty member might be a Visiting Scholar once every seven years for all of his/her sabbaticals.

Although the appointment may involve teaching, it is not primarily a teaching position but encompasses scholarly endeavor or other research or development work. Visiting Scholar appointments differ from faculty positions such as those for tenure-track faculty; they are an appointment to do a project or set of activities, not employment as a faculty member. Visiting Scholar appointments do not require a hiring search.

Visiting Scholar appointments differ from adjunct appointments in that visiting scholar appointments are for shorter duration may provide the basis for the issuance of a visa and the appointment may include compensation from the university. Visiting Scholar appointments differ from Research Professor Appointments in that the appointments are for shorter duration, no more than a year, and usually cannot be renewed.

Visiting Scholars are often faculty coming here from another university, perhaps on a sabbatical, to work on a research project or to develop new expertise or knowledge that they can bring back to their home institution. Visiting Scholars can be from another university, industry, research institutes, etc... Visiting Scholars may register for or audit classes on a limited basis when that activity is appropriate to the nature and purpose of their appointment. They are responsible for payment of the regular tuition and fees for that activity unless specifically indicated otherwise in the appointing documents.

Criteria

Minimum qualifications shall include a) the appropriate academic degree and/or academic rank or equivalent professional experience in the field of the appointment, b) having an appropriate professional position at another higher education or research institution or c) being retired from such positions.

Responsibilities and Privileges

Normally, Visiting Scholar appointments do not provide salary or stipend, insurance, benefits, and other financial support, but it is possible to extend such consideration with justification when funding is available. Visiting Scholar appointments typically provide supportive amenities such as workspace and access to facilities, technology, and the library. Such considerations must be stated in the appointing documents.

The individual should acknowledge UMass Dartmouth in any publications or other results from the Visiting Scholar Appointment.

Visiting Scholars who are sponsored by a department are assumed to have the rights and privileges of an adjunct professor for the duration of their appointments.

Visiting Scholars must sign a participation agreement indicating their understanding of the intellectual property policies of the university.

Compensation

Visiting Scholars may be compensated for their work if funds are available; but some Visiting Scholars may be supported entirely by their own funding.

Appointment Approvals

Appointment must be initiated by invitation from a full time faculty member or academic administrator. The person issuing the invitation must include a memorandum that indicates how the invitee became known to him/her in the application packet that is sent to the Dean.

Review of the academic and/or professional qualifications of the individual will be initiated at the level appropriate for the objectives of the appointment. A Visiting Scholar appointment request typically originates in an academic unit of the university (i.e., a department or academic center).

When an academic department or interdisciplinary program recommends a Visiting Scholar appointment, the recommendation goes to the Dean of the College/School. When a center director recommends an appointment that does not involve teaching, the recommendation goes to the individual to whom the center reports, e.g., to the Dean. When a center director recommends an appointment that involves teaching as well as activities in the center, the recommendation would originate in the center but be routed through the department in which the teaching would occur for a departmental recommendation on the appointment.

Appointment of a foreign national to a position as a Visiting Scholar requires approval from the UMass Dartmouth Director of Compliance to maintain deemed export control.

Uncompensated Visiting Scholars

The Dean will have final approval for uncompensated Visiting Scholar appointments.

The Dean issues appointment letters to uncompensated Visiting Scholars with a copy to the Office of Human Resources.

Compensated Visiting Scholars

When a Visiting Scholar appointment involves financial support from UMass Dartmouth the Dean will request a review and sign-off by the Office of Equal Opportunity, Diversity, and Outreach. The purpose of this review is to verify that the position is legitimately honorific as opposed to one that should be posted and filled through a job-search process.

Approval from all people with budget authority for the financial support must be secured including the Office of Research Administration if grant funds are to be used.

All approvals should be secured prior to forwarding the appointment request to Human Resources.

The Office of Human Resources issues the appointment letters for compensated Visiting Scholars.

Documentation Required for the Appointment

The recommendation for a Visiting Scholar to be appointed should describe the nature, scope, and expected outcomes of the appointment. It should:

- Include a memorandum that identifies how the Visiting Scholar became known to the host individual.
- Indicate the primary purpose of the visit.
- Outline the activities the Visiting Scholar will undertake. Specifically, it should:
 - State the academic field, the specific research or instruction area and the goals of the endeavor;
 - Indicate a stated result or outcome--if not a concrete scholarly product, then a summary of the expected achievements and the benefits received by the university.
 - Indicate other activities or outcomes; for example, specified interactions with faculty, students, or staff.
 - If teaching is involved, indicate the course or courses to be taught and any special conditions.
- Indicate the starting and ending dates of the visit. Visiting Scholar appointments are for a specific duration.

The recommendation to the Dean should also:

- Document the individual's qualifications.
- Document that the individual wishes to accept the appointment as described.
- Indicate a person in the department or center who will be the contact person for the individual and who will oversee progress on the project and activities.
- State specifically the support the university will offer the individual: e.g., if an unfunded appointment, desk or office space, research space, telephone, computer, access to library, access to e-mail, access to computer services, access to secretarial assistance, access to campus housing; and if funded, also state the terms of the funding. Signatures accompanying the recommendation are commitments to provide the support indicated.

Renewal

Visiting Scholar Appointments may only be renewed under unusual circumstances. Requests for renewal must be approved by the Provost whether or not the Visiting Scholar is being compensated. Criteria for renewal of appointments for compensated Visiting Scholars are particularly stringent.

Individuals seeking longer term appointments should seek appointments as Postdoctoral Students, Research Professors or Adjunct Faculty.

Non-immigrant Visa (if required)

If the individual needs a non-immigrant visa, it would usually be the J-1 visa. The office on campus charged with issuing J-1 visa permission will assist the unit inviting the individual by contacting the individual to learn personal and official information needed for submission of the forms that result in the requisite visa. If there is limited time, the office can begin the visa paperwork before the approval is final. Issuing of visa forms will not occur until the honorific appointment is fully approved.

It is a requirement for the J-1 visa that we have on record clear documentation of the nature, scope, and results of the appointment and the appointee's qualifications, as indicated above. The J-1 visa is issued for the purpose of full-time pursuit of the described project and activities; there are specific conditions and limitations regarding work for compensation, travel, dependents, etc., and we are accountable for monitoring the person's remaining in visa status. The office on campus charged with issuing J-1 visa permission works with the appointing unit and the visiting scholar on such compliance issues.

The burden of cost for the visa application process will be determined based on university guidelines.

Visiting Scholar Appointments cannot later become the basis for applications for employment-based permanent residency.

Visiting Research Student Appointments are provided to students at other institutions who are invited to campus to pursue research or other scholarly projects for a limited time and do not have an expectation of taking courses – usually a summer or single semester, but they may be as long as two years. Visiting Research Students must be enrolled in a degree program at another university, at either the undergraduate or graduate level.

Visiting Research Students differ from exchange students in that they are not expected to take classes at UMass Dartmouth, and there is no guarantee that any courses taken at UMass Dartmouth will be accepted for credit at their home institutions. If they wish to enroll in courses, they must get permission from their research supervisor and if approved they must register as special non-degree students. They are required to pay all tuition and fees.

Visiting Research Students may not be matriculated students at UMass Dartmouth and they are not eligible for assistantships, financial aid or any student employment beyond that described in their appointment contract.

Selection of Visiting Research Students does not require a hiring search, but the process and criteria used to select the visiting student must be identified and documented.

Compensation

Visiting Research Students may be compensated for their work if funds are available, but they are not eligible for financial aid, assistantships or student employment beyond that specified in their letter of appointment.

Visiting Research Students who receive compensation from UMass Dartmouth must sign a participation agreement indicating their understanding of the intellectual property policies of the university.

Approval of Appointments for Visiting Research Students

Final approval for visiting student appointments is made by the Dean.

Colleges may determine their own processes for appointment approval; but each college should describe the process they will be using for the selection of compensated visiting students and forward the description to EEO for approval. Case by case EEO approval is not required for appointments that are made using an EEO approved process. Colleges may have different processes for selecting different categories of visiting research students – i.e. students visiting different departments or engaging in different activities.

Appointment of a foreign national to a position as a Visiting Research Student requires approval from the UMass Dartmouth Director of Compliance to maintain deemed export control.

For compensated Visiting Research Students approval from all people with budget authority for the financial support must be secured including the Office of Research Administration if grant funds are to be used.

All approvals should be secured prior to forwarding the appointment request to Human Resources.

Appointment letters for uncompensated Visiting Research Students are issued by the appropriate Dean with a copy to Human Resources.

Appointment letters for compensated Visiting Research Students are issued by Human Resources.

Renewal

Visiting Research Student appointments may only be renewed under unusual circumstances. Request for renewal must be approved by the Provost.

Non-immigrant Visa (if required)

If the individual needs a non-immigrant visa, it would usually be the J-1 visa. The office on campus charged with issuing J-1 visa permission will assist the unit inviting the individual by contacting the individual to learn personal and official information needed for submission of the forms that result in the requisite visa. If there is limited time, the office can begin the visa paperwork before the approval is final. Issuing of visa forms will not occur until the honorific appointment has been fully approved.

It is a requirement for the J-1 visa that we have on record clear documentation of the nature, scope, and results of the appointment and the appointee's qualifications, as indicated above. The J-1 visa is issued for the purpose of full-time pursuit of the described project and activities; there are specific conditions and limitations regarding work for

compensation, travel, dependents, etc., and we are accountable for monitoring the person's remaining in visa status. The office on campus charged with issuing J-1 visa permission works with the appointing unit and the visiting student on such compliance issues.

The burden of cost for the visa application process will be determined based on university guidelines.

Visiting Research Student Appointments cannot later become the basis for applications for employment-based permanent residency.

Adjunct Faculty Appointments are extended to individuals who are employed or retired from institutions other than the University of Massachusetts Dartmouth and who do not hold any other permanent position at UMass Dartmouth. These individuals are expected to have sustained collaborative research or other intellectual involvement with the faculty of an academic department/program at UMass Dartmouth. Their collaboration with the department might include participation on student thesis committees, research projects, and presentation of seminars or lectures. Adjunct faculty benefit UMass Dartmouth by enhancing the quality of its research and education.

Criteria

Professional accomplishments of candidates for adjunct faculty should be comparable to those holding equivalent academic positions, as judged by department faculty. Although expectations may be different from those holding academic vs. industrial experiences, criteria should focus on research productivity, educational contributions, and professional standing.

Responsibilities & Privileges

- Adjunct faculty members may be primary thesis or project advisors for graduate students.
- Adjunct faculty members may be co-PIs on proposals written from the university.
- Attendance at faculty meetings is only by invitation.
- Adjunct faculty appointment does not constitute or implicate a conventional employment relationship.
- In any formal representation of the appointment, the full and correct title must be used.
- Appointees observe all relevant UMD policies and procedures as delineated in the faculty handbook.
<http://www.umassd.edu/faculty/handbook/welcome.cfm>

Benefits

- Adjunct faculty are entitled to a UMassD email account and library privileges.
- Resources such as office space and secretary time may be provided at the discretion of the department chair.
- Adjunct appointments are honorary and do not include a salary or consulting fees.
- Adjuncts may be hired as consultants, subject to all the rules and regulations relating to consulting contracts. Adjunct appointments neither help nor hinder the ability of an individual to be hired as a consultant.
- Adjuncts may be hired as part-time lecturers. Adjunct appointments should neither help nor hinder the ability of an individual to be hired as a part-time lecturer.

Appointment Process

A faculty sponsor within a department may nominate a candidate for adjunct status in his/her department. Any full time faculty member may make the nomination. The department will review the candidate's credentials and assure that the appointment meets the purpose and criteria above and to decide on the level of the appointment – adjunct assistant professor, adjunct associate professor or adjunct professor. For an individual who holds a full time faculty appointment at another university the rank of the adjunct appointment must be the same as the rank he/she holds at his/her home institution. Approval of the appointment is initiated by a vote of the tenured faculty in the department and approval of the chairperson. If approved, the department shall forward a letter or memorandum to the Dean explaining the purpose of the appointment and include a CV, visa/export control status, and contact information. The Dean will recommend appointments to the Office of Human Resources.

Appointment of a foreign national to a position as an Adjunct Faculty Member requires approval from the UMass Dartmouth Director of Compliance to maintain deemed export control.

When the paperwork is approved, the adjunct faculty member will receive a letter of appointment from the Dean that must be signed and returned to indicate acceptance. The term of appointment is three years and is renewable subject to sustained productive collaboration. The individual recommending the candidate is responsible for supervising the appointee and will serve as the point of contact for any administrative matters that arise.

The Dean will forward a copy of signed letters accepting adjunct appointment to Human Resources.

Renewal

Renewal requires recommendation of the faculty sponsor and approval of the chair who will forward their recommendation to the Dean. Renewal does not require a departmental vote.

The Dean will forward a copy of signed letters accepting adjunct appointment to Human Resources.

Compensation

Adjunct faculty do not receive any monetary compensation for their role as adjuncts and adjunct faculty status cannot be the basis for issuance of a visa.

Faculty who require a visa must seek either a visiting scholar or research faculty appointment.

Affiliate Faculty Appointments are extended to individuals who are full time faculty or faculty emeritus at UMass Dartmouth in a department other than the one making the affiliate appointment. These individuals are expected to have sustained collaborative research or other intellectual involvement with the faculty of the affiliated department/program. Their collaboration with the department might include participation on student thesis committees, research projects, and presentation of seminars or lectures.

Affiliate appointments differ from contractually identified joint appointments in that departments with whom a faculty member is merely affiliated do not have any role in evaluation, base salary distribution or assignment of responsibilities for the affiliated faculty member. Faculty activity in departments in which they hold affiliate appointments is entirely voluntary. In addition, when an affiliate appointment is made, the faculty member's home department is notified, but the home department does not approve the affiliate appointment.

Responsibilities & Privileges

- Affiliate faculty members may be primary thesis or project advisors for graduate students.
- Affiliate faculty may propose courses to the departmental curriculum committee.
- Affiliate faculty may act as student advisors if they so choose and the chair assigns them advisees.
- Attendance at faculty meetings is only by invitation.

Appointment Process

A faculty sponsor within a department may nominate a willing candidate for affiliate status in his/her department. Any full time faculty member may make the nomination. The department will review the candidate's credentials and assure that the appointment meets the purpose and criteria above. Approval of the appointment is initiated by a vote of the tenured faculty in the department and approval of the chairperson. If approved, the department shall forward a letter or memorandum to the Dean, with a copy to the chair of the faculty member's home department, explaining the purpose of the appointment. The term of appointment is three years and is renewable subject to sustained productive collaboration.

The Dean will forward a copy of appointment memorandum to Human Resources for inclusion in the appointee's personnel file.

Renewal

Renewal requires a statement of interest in renewal from the affiliate faculty member and approval of the chair who will forward a memorandum to the Dean. Renewal does not require a departmental vote.

The Dean will forward a copy of appointment memorandum to Human Resources for inclusion in the appointee's personnel file.

Compensation

Affiliate faculty do not receive any monetary compensation for their roles as affiliates.

This procedure is effective May 1, 2011.

Recommended by: Louis Esposito
Provost
Date: Dec. 16, 2005

Approved by: Paula C. Coughlin
Chancellor
Date: Dec 16, 2005

V. RESEARCH AND TECHNICAL ASSOCIATE

UNIVERSITY OF MASSACHUSETTS DARTMOUTH OFFICE OF HUMAN RESOURCES

APPOINTMENT/REAPPOINTMENT AND ANNUAL EVALUATION GUIDELINES FOR RESEARCH AND TECHNICAL ASSOCIATES July 2012

Overview:

Research Associates and Technical Associates are titles recognized by the AFT Local 1895, AFL-CIO Faculty Federation.

A Research Associate is a non-faculty employee of the University of Massachusetts Dartmouth whose primary responsibilities are to: (a) supervise research activities or (b) to conduct research activities through the University of Massachusetts Dartmouth.

A Technical Associate is any non-technician employee of the University of Massachusetts Dartmouth whose primary responsibility is to provide technical support to employees engaged in the supervision or conduct of research activities through the University of Massachusetts Dartmouth.

Research/Technical Associates are employed via an individual contract between the individual and the University of Massachusetts Dartmouth. Contract language is specific.

An Annual Evaluation of Research Associates and Technical Associates is a requirement per the AFT Faculty Federation collective bargaining agreement Article XVI, section 5: Term of employment. The annual evaluation, initial appointments and appointment renewals require a distinct process and documentation. The following guidelines and templates are provided as a tool to assist supervisors in this process to ensure timeliness and accuracy.

Initial Appointment Contract:

Initial appointments shall be for one year. Subsequent appointments are subject to available funding as well as a satisfactory annual evaluation.

Process for Initial Appointment:

1. Complete the relevant parts of the Requisition Form and attach a Position Description. Please refer to the Procedures and Policies for Recruitment, Selection and Hiring.
http://www.umassd.edu/media/umassdartmouth/humanresources/managerresources/recruitment/policiesandprocedures/Recruitment_Selection_and_Hiring_Process.pdf
2. Advertising text must indicate that the position is a one-year appointment and reappointment is contingent upon available funding and positive evaluation.
3. The Hiring Recommendation form will require start and end date for all Research/Technical Associates. This form is completed by the hiring authority. In addition to the completed Hiring Recommendation Form, the hiring authority will attach a detailed list of benefits to be included in the appointment letter.

Reappointment Contract:

Contract/appointment renewal, if any, will be based on an annual evaluation.

Terms of Reappointment:

- Annual reappointments may be awarded based on available funding and a satisfactory evaluation. The second-year reappointment can be awarded up to a maximum of two years.
- Three-year reappointments may be awarded in the third and subsequent years based on available funding and continuous satisfactory evaluations.
- The maximum allowed appointment contract will be three years; however, Research/Technical Associates may be employed indefinitely, subject to available funds and satisfactory annual evaluation.
- Exceptions to the above must be approved by the Provost and the Office of Human Resources.

Process for Reappointment Contract:

1. The Office of Human Resources will send notification to the College Dean or designee approximately three months in advance of contract renewal due date. Notification to include reappointment memo template, current job description and performance evaluation.
2. The Office of Human Resources will send an email reminder prior to due date (30 days prior to the exp. of current contract or 30 days prior to one year from contract date)
3. The College Dean or designee should complete the reappointment template memo and the performance evaluation and remit to the Office of Human Resources by the due date. The recommendation for reappointment should be signed by the College Dean.
4. If necessary, the recommendation will be forwarded to the Office of Research Administration for approval by Grants.
5. The Office of Human Resources will compose the new appointment letter and send to the appropriate College Dean or designee for signature and mailing.
6. All original documentation will be retained in the employee's file.

Note: No reappointment contract will be issued until Office of Human Resources has received all of the required documentation.

Annual Evaluation:

Process:

1. The Office of Human Resources will send notification to the College Dean or designee approximately three months in advance of due date. Notification to include annual evaluation, current job description and reappointment memo template, if necessary.
2. The Office of Human Resources will send an email reminder prior to due date.
3. The College Dean or designee should complete the evaluation and an up-dated job description if necessary and remit to the Office of Human Resources by the due date. The completed evaluation should be signed by supervisor, employee and Dean prior to submitting to the Office of Human Resources.
4. The Office of Human Resources will retain the original evaluation in the employee's file for evidence of satisfactory performance for contract renewals.

Hiring Procedure for Research Associate and Technical Associates.

1. Requisitions for Research Associates and Technical Associates will continue to be the same form used for all search process.
2. Ad texts will indicate that the position is a one-year appointment and that if funding is available and upon a positive evaluation, there is a possibility of renewal.
3. The Hiring Recommendation form will ask for a start and end date for all Research Associates and Technical Associates. This form is completed by the hiring authority. In addition to the Hiring Recommendation Form, the appointing authority will also complete a Memo (see attached for your reference) that will indicate all of the details of the individuals hire.
4. **If position is benefited the following language will be incorporated into the appointment letter.**
Appointment letters will be drafted to indicate the start and end date for all Research Associate and Technical Associates along with benefit information which includes the following; a) group insurance under the provision of all covered University of Massachusetts Dartmouth employees, b) participation in the Commonwealth of Massachusetts retirement program or federal alternative, c) Workman's Compensation as defined in Article XI.D.3., d) travel allowance as defined in Article XI.D.4, e) 11 vacation days per year with accruals earned monthly and to be used within the contract period that they are awarded (unused vacation days shall be forfeited at the end of the contract period), f) fifteen (15) sick leave days per year with accruals earned biweekly and accumulated while employed by the University, g) health and welfare plans, h) all holidays observed by the University of Massachusetts Dartmouth with the exception of floating holidays (Evacuation Day and Bunker Hill Day), i) tuition waiver for courses taken by the employee and spouse and/or dependents for courses offered at any of the University of Massachusetts campuses with the exceptions of the Medical and Law Schools. Research Associates and Technical Associates shall receive both a tuition waiver and a fee waiver (except for applied courses) for courses taken at the University of Massachusetts Dartmouth.

VI. FACULTY

Minimum Qualifications

If the department wants to exercise the option to accept ABD candidates in addition to Ph.D. candidates, this option must be stated in the job vacancy announcement, advertisement, and listed as part of the minimum qualifications on the position description. The following language can be used as a template:

The College of _____ has an opening for one full-time tenure track position (Assistant or Associate Professor depending on qualification). ABDs will be considered but a Ph.D. or an appropriate terminal degree in _____ or a related field must be completed by the end of the first year of employment. A Ph.D. or an appropriate terminal degree from an accredited institution of higher education will be required for tenure.

The appointing authority may exercise his/her judgement as to whether they are able to fund a foreign national employee. If the appointing authority determines that he/she does not have the funding for sponsorship he/she may add the following language to their advertisement.

Visa Language – Ex: Applicants must be authorized to work in the United States on a full time basis.

Search & Screen Committee

Search & Screen Committees for faculty positions may include the Department Chairperson for that department, and should include faculty from the discipline or related discipline(s).

Preliminary Screening/Interviewing at Professional Conferences

Search & Screen Committees may choose, as its initial or preliminary screening method, to conduct interviews at professional meetings or conferences or by telephone or Web interview. In such cases where the Committee has decided to conduct preliminary interviews at the following procedures must be followed:

1. The use of preliminary screening at professional conferences or by telephone is optional at the discretion of the Committee. If this option is exercised, the Committee Chairperson must notify EEO/AA through the EEO of its recruitment plan and strategy. All candidates must be interviewed in the same manner.
2. Once the semi-finalist list is selected by the Committee, it will be forwarded to EEO/AA for approval prior to the conference or telephone interviews.
3. Candidates selected by the full committee as semi-finalists cannot be excluded from consideration if they do not attend the professional meeting interview.
4. At least two (2) members of the Committee must conduct the interviews and all semi-finalists shall be interviewed.
5. Each semi-finalist shall be allocated the same amount of time for the interview, and shall be asked the same set of questions, which have been approved in advance by the EEO/AA.
6. Statements of strengths and weaknesses shall be written by each interviewer for each semi-finalist. These shall be presented to and discussed with the entire Search & Screen Committee following the conference calls.

7. Semi-finalists selected by the Search & Screen Committee who do not attend the professional meeting will be given video conference interviews by, at least, two members of the Committee, either just before or immediately after the conference.
8. The Committee will recommend to the Hiring Authority finalists for campus interviews from the list of semi-finalists on the basis of qualifications for the position, including the written assessments of strengths and weaknesses from the professional conference or telephone interviews. The Hiring Authority and EEO Office approve the final interviewee list.
9. Prior to the selection of finalists (resulting in the elimination of some of the semi-finalists), follow-up telephone interviews of all semi-finalists may be performed at the discretion of the Search & Screen Committee. In the event that follow-up interviews are to be used to supplement the preliminary interviews, all semi-finalists will be called.
10. The Search Committee will conduct on-campus interviews following the approved recruitment plan. Each finalist is asked the same set of approved questions. Strengths and weaknesses are assessed, based solely on the ability to perform the responsibilities of the position, as described in the job vacancy advertisement. Based on the Committee's written assessment of strengths and weaknesses for each candidate, the Search & Screen Committee makes recommendations to the Appointing Authority, Department Chairperson, through EEO/AA, consistent with University Policies and Procedures for Recruitment, Selection and Hiring.
11. The University's Policies and Procedures for Recruitment, Selection and Hiring, as established, including semi-finalist and finalist approvals, must be followed.

Minimum Qualifications

- The Committee process for campus interviews should include the following:
- There must be at least one substantive interview with the entire Committee during which the approved questions are equitably applied to all candidates.
- Campus tours and visits to any specific facilities of relevance to the position should be conducted by the members of the Search & Screen Committee.
- Candidates should meet with the faculty of the Department to the greatest extent possible. Such meetings may be as the Department as a whole or in sub-groups if schedules do not permit a single meeting.
- Candidates should be asked to demonstrate both their teaching skills and the research expertise.
- There should be separate meetings with the Department Chair and another with the Dean of the College.

VII. GUIDELINES FOR A SPECIAL OPPORTUNITY FACULTY HIRE

Guidelines for a Special Opportunity Faculty Hire

A Special Opportunity Faculty Hire (SOFH) is a mechanism to help enable the University of Massachusetts Dartmouth to assist in employing and retaining highly qualified faculty who will make a unique contribution to the University and/or facilitate the diversity of underrepresented faculty. The University requires all appointees to faculty positions to meet the highest standards in teaching, research and service. Normally, candidates meeting these criteria are best identified through the regular recruitment and search processes, funded through departmental and college budgets. In special circumstances, however, the Provost may provide funding for a position and/or authorize a search waiver when a special recruitment will contribute to the university's excellence through attraction of highly qualified individuals whose recruitment supports strategic objectives and institutional priorities. Decisions on requests for financial support and/or waivers of search under this policy are made by the Provost in consultation with Fiscal Affairs. Decisions of the Provost are final. This program is designed to enhance the existing faculty hiring process. **The expectation is that the focused efforts in building diverse pools of candidates through formally posted searches will continue as the University's primary and recommended vehicle of hire.**

Definitions

SOFH is a special hiring process that is typically characterized by one or more of the following:

- An opportunity to hire a desirable, underrepresented candidate that falls outside of the normal search timeframe.
- There is not necessarily an immediately available hiring line or open position in the hiring unit, although one is anticipated in the near term.
- The individual being hired is exceptional and nationally competitive; the assumption being that this candidate would be lost to future searches if not immediately pursued.
- Office of Diversity, Equity & Inclusion and the Office of Human Resources waives the normal search requirements.

Process for Candidate Application and Hiring

The Provost reviews the request from the Dean, follows-up with any questions, and renders a decision based on the following:

- The individual must demonstrate excellence and promise in the specified field based on an established research agenda, publication record, grants, awards, etc. The candidate also must have a record of teaching excellence and experience.
- The faculty nominee must support the strategic excellence of the requesting college/department. The request must address how the proposed hire will (a) assist the department in promoting its strategic goals, (b) enhance the excellence of the department, (c) address specific needs within the department and/or across campus, and (d) contribute to the diversity goals of the department.

Overall, the request must articulate the match of the proposed hire with the department/college and the campus strategic plans and initiatives. The Provost makes the recommendation to the Office of Diversity, Equity & Inclusion. SOFH requests must provide a justification that includes:

- (a) A summary of the candidate's qualifications
- (b) Evidence/affirmation of departmental support for the hire

Authorizations

The SOFH candidate must be reviewed and approved by The Offices of:

- The Provost
- Human Resources
- Office of Diversity, Equity & Inclusion

VIII. GUIDELINES FOR A SPECIAL OPPORTUNITY PROFESSIONAL HIRE

A Special Opportunity Professional Hire (SOPH) is a mechanism to enable the University of Massachusetts Dartmouth to assist in employing and retaining highly qualified non-unit professionals who will make a unique contribution to the University and/or facilitate the diversity of underrepresented professionals. The University requires all appointees to non-unit professional positions meet the highest standards. Normally, candidates meeting these criteria are best identified through the regular recruitment and search processes, funded through departmental and college budgets. In special circumstances, however, funding may be provided for a position and/or a search waiver may be authorized when a special recruitment will contribute to the university's excellence through attraction of highly qualified individuals whose recruitment supports strategic objectives and institutional priorities. Decisions on requests for financial support and/or waivers of search under this policy are made by the Chancellor or designee in consultation with Fiscal Affairs. Decisions of the Chancellor are final. This program is designed to enhance the existing non-unit professional hiring process. **The expectation is that the focused efforts in building diverse pools of candidates through formally posted searches will continue as the University's primary and recommended vehicle of hire.**

Definitions

SOPH is a special hiring process that is typically characterized by one or more of the following:

- An opportunity to hire a desirable, underrepresented candidate that falls outside of the normal search timeframe.
- There is not necessarily an immediately available hiring line or open position in the hiring unit, although one is anticipated in the near term.
- The individual being hired is exceptional and nationally competitive; the assumption being that this candidate would be lost to future searches if not immediately pursued.
- The Office of Equal Opportunity, Diversity and Outreach and the Office of Human Resources waives the normal search requirements.

Process for Candidate Application and Hiring

The Chancellor or designee reviews the request, follows-up with any questions, and renders a decision based on the following:

- The individual must demonstrate excellence and promise in the specified field based on an established record and experience in the specialized field.
- The Professional nominee must support the strategic excellence of the requesting college/department. The request must address how the proposed hire will (a) assist the department in promoting its strategic goals, (b) enhance the excellence of the department, (c) address specific needs within the department and/or across campus, and (d) contribute to the diversity goals of the department.

Overall, the request must articulate the match of the proposed hire with the department/college and the campus strategic plans and initiatives. The recommendation must be forwarded to the Office of Equal Opportunity, Diversity and Outreach and the Office of Human Resources.

SOPH requests must provide a justification that includes:

- (a) A summary of the candidate's qualifications
- (b) An explanation of how this hire will assist the department to meet its strategic goals, as well as how this hire will contribute to the diversity goals of the department.

Authorizations

The SOPH candidate must be reviewed and approved by:

- The Office of the Chancellor and/or designated Vice Chancellor
- The Office of Human Resources
- The Office of Diversity, Equity and Inclusion

IX. HIRING PROCESS FOR PART TIME LECTURERS

The following process will be used in hiring Part-Lecturer.

1. Requisition needs to be completed and signed by College Dean.
2. A full-search process still is required to hire any **full-time lecturer**—even if the preferred candidate is a current part-time lecturer, (i.e. a part-time lecturer cannot be promoted or converted to a full-time lecturer without a search).
3. Although recommended, a search committee is **no longer required** to hire a part-time lecturer (PTL)—either during the initial hire or for contract renewal, following one year of service. The appropriate dean, on the advice of the department (using a process that is acceptable to the college), may hire a Diversity, Equity, and Inclusion. Specifically, there is no longer a requirement for a charge to be conducted and it is no longer necessary to complete an EEO Assurance form. Hiring paperwork for all PTL hires may be sent directly to HR.

UNIVERSITY OF MASSACHUSETTS DARTMOUTH
 NON-BENEFITTED BENEFITTED
PART TIME LECTURER RECOMMENDATION FORM
 ACADEMIC YEAR _____

1. Name: _____ 2. Emp. ID or Last 4 of SS#(if new): _____

3. Is this person a new Part Time Lecturer (PTL) at UMD? Yes No
 (If yes, attach CV/Resume with contact information)

4. Is this person a full time employee at UMD? Yes No
 (If yes, attach a Statement of Non-conflict form)

5. Is this person a retired MA State Employee? Yes No

6. Courses to be taught at UMD during the academic year. (please check appropriate box for Studio courses)

Fall Semester		Spring Semester	
Course# _____ <input type="checkbox"/> Studio Units: _____	Section# _____	Course# _____ <input type="checkbox"/> Studio Units: _____	Section# _____
Course# _____ <input type="checkbox"/> Studio Units: _____	Section# _____	Course# _____ <input type="checkbox"/> Studio Units: _____	Section# _____
Course# _____ <input type="checkbox"/> Studio Units: _____	Section# _____	Course# _____ <input type="checkbox"/> Studio Units: _____	Section# _____

7. Proposed compensation rate: \$ _____ per Unit x _____ (total units) for a Total \$ _____

This section is for the Admin Assignment for a Benefitted PTL	Please attach Admin Assignment*	Administrative Assignment: +\$ _____ Total Annual Compensation: \$ _____
---	---------------------------------	---

8. Chairperson: _____ 9. Department: _____

10. Budget Source(s):	Combo Code _____	Amount \$ _____	
	Combo Code _____	Amount \$ _____	
	Combo Code _____	Amount \$ _____	

11. Approvals: _____ Date: _____
 College Dean or Designee
 _____ Date: _____
 Provost Designee

For Benefitted PTL, if units are less than six (6), will this person be teaching University Extension courses that will count toward their benefits eligibility? <input type="checkbox"/> Yes <input type="checkbox"/> No List UE Courses: _____ _____
--

FOR HR USE ONLY				
FTE: _____	Schd ID: _____	Union Code: _____	Bene Prog: _____	OBRA Exempt: _____
Total Stipend: _____	÷	Weeks X 2 =	\$ _____	Bi-Weekly Rate



UMass | **Dartmouth**

Office of Diversity Equity &
Inclusion

University of Massachusetts
Dartmouth

North Dartmouth,
MA 02747-2300

Office: 508-910-6405
Fax: 508-999-9201
TTY: 508-999-9250

Prospective Candidates Requesting Reasonable Accommodation

In compliance with ADA, if you have a disability and would like to request a reasonable accommodation in order to fully participate for a position at UMass Dartmouth, please review and forward the accommodation form below to the Office of Office of Diversity, Equity and Inclusion (EEO/AA). Also, you may call 508-910-6405 or send a message via email to oeo@umassd.edu.

It is the policy of the University of Massachusetts, Dartmouth (the "University"), which is ensured by the Office of EODO, that qualified individuals with disabilities not be discriminated against on the basis of their disability with regard to job application, hiring procedures and other terms and conditions of employment. As such, the Office of EODO handles all issues relating to ADA Amendments Act of 2008. All requests for accommodations will be reviewed on a case-by-case basis by the Office of EEO/AA.

With respect to the hiring process, an applicant with a documented disability submits a request for a reasonable accommodation. The Office of EEO/AA reviews and determines if a confidential adjustment to the hiring process is necessary to enable the applicant to be considered for the position he/she desires, unless the accommodation would impose an undue hardship for the University.



Diversity, Equity & Inclusion

University of Massachusetts Dartmouth

North Dartmouth, MA 02747-2300

Office: 508-910-6405
Fax: 508-999-9201
TTY: 508-999-9250

CONFIDENTIAL
REQUEST FOR REASONABLE ACCOMMODATION - HIRING PROCESS

It is the policy of the University of Massachusetts, Dartmouth (the "University"), which is ensured by the Office of Office of Diversity, Equity and Inclusion (EEO/AA), that qualified individuals with disabilities not be discriminated against on the basis of their disability in regard to job application, hiring procedures and other terms and conditions of employment.

DIRECTIONS: If you are a qualified applicant seeking a reasonable accommodation under the provisions of the Americans with Disabilities Act as amended, please complete this form. It is strongly recommended that requests for accommodations be made as soon as possible to avoid delays in providing reasonable accommodations.

Date: _____

[] I am applying for a position with the University of Massachusetts and need a reasonable accommodation in order to participate in the hiring process.

Name: _____

Home Address: _____

Email address: _____

Telephone: _____

Cell Phone: _____

Title of the Job or position: _____

College and Department of the position: _____

Please identify the impairment(s) that you believe are affecting your ability to participate in the hiring process.

Horizontal lines for identifying impairment(s)

Please describe the accommodation(s) you are requesting as well as any alternative accommodations.

Horizontal lines for describing accommodations

Explain how the requested accommodation(s) will allow you to participate in the hiring process.

Are there any aspects of the hiring process you will be unable to complete, with or without the requested accommodation(s)? Please explain.

The Office of Diversity, Equity and Inclusion (EEO/AA) may need to discuss your request more fully with you in order to understand your disability; why you need an accommodation; and how a proposed accommodation would enable you to participate fully in all aspects of the hiring process. If your disability and need for accommodation are not obvious, the Office of EEO/AA may ask you for reasonable documentation from your physician, licensed healthcare practitioner, or other appropriate professional explaining the disability and why an accommodation is necessary. **Adherence to confidentiality is expected of all individuals directly and indirectly involved with the reasonable accommodation process and its final determination.**

This form must be submitted to the Office of Office of Diversity, Equity and Inclusion

Foster Administration Building, Room 324

University of Massachusetts Dartmouth

Conflict/Nepotism Disclosure Form

After reviewing the candidates for the position of _____
(Employing College and work location and/or tracking number)

I am disclosing the following:

_____ I am related by blood or marriage, which includes parents and children, husbands and wives, brothers and sisters, brothers-in-law and sisters-in-law, mothers-and fathers-in-laws, sons-and daughters-in law, uncles, aunts, nieces, nephews, and step-relatives in the same relationships, to the below listed individual(s) who is/are also an applicant in the pool of candidates.

_____ I have a personal, business or prior relationship with an applicant in the pool of candidates that is more than a collegial relationship.

Name of Applicant	Relationship	Nature of Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

I acknowledge the information I have provided is accurate to the best of my knowledge. In the event a relationship by blood or marriage, as defined above, is created or modified at a future date, I shall report this change within 15 working days to the Department of Diversity Equity and Inclusion and Human Resources. I understand that failure to disclose relationships is a violation of University Policy and the Massachusetts State Ethics and Conflict of Interest Law for State Employees.

Additionally, I acknowledge that I have received a copy of the Massachusetts Ethics Commission, G.L. c. 268A, Section 6 pertaining to the above.

Employee Signature

Date

Employee Name (Print)

