Duquesne University believes that hiring qualified individuals to fill position contributes to the overall strategic success of the University. The Office of Human Resource Management provides assistance to hiring departments for the recruitment and employment of employees for all positions in the University. This includes office and support staff, administrative and professional staff, and faculty searches, excluding adjunct faculty positions. This office also assists search committees in the recruitment for executive level positions.

The recruitment and employment procedure is as follows:

1. A standard Personnel Requisition (PR) and the Search and Selection Plan may be requested from the Office of Human Resource Management. Both forms are available via the forms section of the HR Website.

   The Personnel Requisition is the document that authorizes and initiates an employment search. The Search and Selection Plan describes the ways in which candidates will be recruited for the position, as well as special efforts to attract candidates that reflect inclusiveness and cultural diversity.

   The Personnel Requisition and the Search and Selection Plan are to be completed by the head of the employing department, approved by the Dean or Director, and forwarded to the appropriate Vice President or President for approval. For Faculty and Administrative/Professional positions, the Search and Selection Plan must be attached to the Personnel Requisition prior to receiving authorized signatures. Upon authorization from the appropriate Vice President or President, the requisition and the Search Plan are then forwarded to the Office of Planning and Budget for verification of funding. The requisition and Search Plan is then forwarded to the Office of Human Resource Management for final approval and review.

   New full-time, non-faculty positions must be evaluated. This process assures that the position is classified and assigned to an appropriate salary range prior to the completion of the personnel requisition. The hiring department should contact the Office of Human Resource Management for assistance with this process. The form used in the process is the Position Description Questionnaire (PDQ). Lead time is required.

   No hiring supervisor shall create a position and make an offer of employment without prior Vice Presidential approval. This applies to full-time and part-time employment.

2. The Office of Human Resource Management notifies the hiring department upon receipt of the approved Personnel Requisition and the Search and Selection Plan. At that time, the job description should be reviewed and updated as necessary for administrative and support staff positions. Once department hiring needs are clarified, recruitment may begin.

3. If the hiring department has not determined that the position is to be filled by an internal department promotion/transfer, the opening will be posted or advertised accordingly. Please refer to TAP #6, Selection, Assignment, Transfer, and Promotion, Non-Faculty Employees. Only under limited circumstances will a position not be posted.

4. Recruitment for open positions shall consist of the following: posting to the job board in the Office of Human Resource Management; posting to the University’s employment web site; and posting to the University’s employment job hotlines. In addition, all employment postings are forwarded to various applicant referral and minority recruiting sources, as appropriate, to ensure compliance with the University’s commitment to equal employment opportunity for all qualified persons. When hiring for Administrative/Professional and Faculty positions, the hiring department must follow their outlined Search and Selection Plan.

5. If, in the opinion of the Office of Human Resource Management and the hiring department, the open position should be further advertised for a wider selection of applicants, the hiring department shall work with the Office of Human Resource Management to place the appropriate advertisement.

6. Any eligible employee of the University, undergraduate student, or graduate of Duquesne may make application for open positions through the Office of Human Resource Management. In order to avoid the stigma of favoritism or the appearance of impropriety in employment decision making, relatives of employees, by blood or marriage, will be considered for University employment on the same basis as other non-related applicants, except that they will not be employed in a department where the applicant’s relative exercises supervisory, managerial or administrative responsibility.

   This will apply to full-time, part-time, temporary, or summer positions throughout the University. For summer or part-time positions only, relatives may be
employed when a position has been posted and has not been filled by a qualified student or a person with superior credentials and this fact has been confirmed by the Student Employment Manager as to students or the appropriate Dean or Department Head as to others. See TAP #21, Employment of Relatives of University Employees.

7. The Applicant Process: a separate letter of interest and resume are required for each position. Only one employment applicant needs to be on file. Applicants are asked to reference the appropriate job number and job title in their cover letter. Job candidates must also provide to the Office of Human Resource Management any additional credentials/materials that they want forwarded to the hiring department. All application materials should be forwarded to the Office of Human Resource Management, not the hiring department.

8. The Office of Human Resource Management will receive all resumes/applications to ensure that all applicants are processed through the HR database prior to forwarding to the hiring manager. The Office of Human Resource Management may assist the hiring departments by: receiving all resumes/applications; administering computerized tests for clerical and secretarial positions; screening materials; interviewing applicants; and reviewing salary and benefit related information with job applicants. Department hiring needs should be discussed with a Human Resource representative. All candidates invited on campus for a face-to-face interview must complete the employment application. In addition, hiring managers are required to complete the Candidate Interview Log for Administrative/Support staff.

The Candidate Interview Log will show the number of final candidates interviewed for the open position based on gender and ethnicity. In addition, the hiring manager will indicate specific reasons for the selection of each candidate. These reasons must relate specifically to the vacancy announcement and selection criteria. This form will also measure Duquesne University’s efforts to increase the number of underrepresented groups in the final pool of candidacy. The Human Resource Representative will forward the log to the hiring manager upon receipt of the approved Personnel Requisition and Search and Selection Plan.

Effective June 1, 2007, all full-time administrative and support employees, non-faculty new hires must undergo a pre-employment screening process. This procedure was implemented to verify the background and qualifications of a candidate for employment. Please refer to Pre-employment Screening Procedure located on the HR Website under Employment Policy and Guidelines.

9. Final employment decisions and job offers are made by the hiring department. As appropriate for Full-time Administrative/Professional and support employees, non-faculty offers of employment shall be contingent upon a satisfactory background check with actual job offers processed in accordance with the conditions for the position being filled.

   a. For Administrative/Professional positions, the hiring department shall prepare a Contingent Letter of Appointment (pending background investigation), followed by the appropriate appointment letter. See TAP #34, Appointment of Exempt Administrative and Professional Employees.

   b. For hourly, non-union appointments, the hiring department shall make a contingent offer verbally and/or in writing using a standard appointment letter. See TAP #34, Appointment of Exempt Administrative and Professional Employees.

   c. For Faculty appointments, the appropriate Dean’s office shall generate a faculty contract to be reviewed by the Provost and approved by the President.

   d. The faculty contract will serve as notification document to the Office of Human Resource Management for payroll processing. All other notifications shall be made using the Scheduled Payroll Authorization form. Lead time is required for pay processing.

   e. Effective January 1, 2009

Nine-month and 10-month exempt employees will be paid over the 12-month academic year. The only exception to this rule will be those 9-month and 10-month employees who previously elected to be paid over the 9-month and 10-month period for the 2008-09 Academic Year. If any employee grandfathered under this clause would have a future base salary that rises to the level considered to be “highly compensated” ($134,000.00) for the purposes of the policy, the employee must then convert to being paid over the 12-month academic year in order to mitigate tax penalties for deferred compensation under the IRS Code 457(f).