

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: VI:02:00

Date: September 1972  
Updated: December 1983  
Under Revision

Subject: **New Appointments: Procedures**

Original Policy:

- 1) A position is approved for recruiting through the Position Release Form. The line number assigned to the department must be on the form. Lines will be assigned to the deans by the vice President for academic affairs.
- 2) Applications from qualified individuals must be sought in accordance with affirmative action guidelines. (See Suggested Protocol for Recruitment, VII:03:01 and Guidelines for Searches, VII:03:02)
- 3) Following interviews, the department identifies acceptable candidates, discusses candidates with the dean, and makes a recommendation for hiring. A complete file for each acceptable candidate is presented to the dean at this time. This should include an official application form, vita, letters of reference, and official transcripts from institution granting last degree. It should also contain written and signed notation of additional reference checkout by one or more Buffalo State department members of the candidate's previous performance; unsolicited testimonials are not sufficient evidence.
  - a. If the individual is being hired to teach a credit-bearing course offered in conjunction with the Office of Lifelong Learning, the director must countersign appointment form before materials are sent to the dean.
  - b. If the individual is on the staff in student affairs or administration and is teaching in addition to other duties, the vice President for student affairs or the vice President for administration should initial the appointment form.
- 4) Dean will discuss the recommendation with the vice President for academic affairs. A candidate, rank, and salary will be agreed upon. The dean then completes the negotiation with the candidate. The Appointment Authorization Form, and Recruitment Process Form are added to the file of that candidate and the file is forward by the dean to the vice President for academic affairs.
- 5) The vice President signs the Appointment Authorization Form if the Recruitment Process Form is approved by the affirmative action officer.

- a. If the individual is currently on the staff, the Change of Status Form is used rather than the Appointment Authorization Form.
  - b. Every individual teaching in a course at the College for academic credit must have the appropriate paperwork processed prior to the first class meeting of the course. This is true regardless of source of payment and also applies for donated services by off-campus personnel.
- 6) The only official offer of a position is made by the President or the President's designee to the candidate. **(See approved Buffalo State College Signature Policy, January 2009, <http://hr.buffalostate.edu>).**
  - 7) A letter outlining the job performance expectations is developed by the person offering the position and the performance expectations are forwarded to the candidate along with the offer.

#### **Faculty, Professional, or Management/Confidential**

- 1. The hiring department completes the Position Release/Recruitment Process Form and routes for approval.
- 2. When the Position Release/Recruitment Process Form is fully approved, the department may commence advertising and recruiting activity.
- 3. Conduct the search according to the approved Recruitment Plan.
- 4. Receive applications/resumes and respond to applicants.
- 5. Distribute Applicant Survey & Data Collection Form.
- 6. Review applications and recommend candidates for interview.
- 7. Complete Pre-Interview Search Procedure Report and route for approval. Interviews may not be conducted until the Search Procedure Report is fully approved.
- 8. Interview candidates and recommend applicant to receive an offer of employment.
- 9. Complete Interview & Recommendation Process Report and route for approval. No offer of employment may be made until this form is fully approved.
- 10. Complete Faculty and Professional Appointment Form and route for approval.
- 11. File a copy of the fully approved Appointment Form.
- 12. Complete a Performance Program within four (4) weeks of the date of hire for Professionals and M/C's.

Note: Refer to Article XI, Title B (faculty); Title C (professional); Title A (management/confidential) of the Policies of the Board of Trustees for additional information. Contact Equity & Diversity to request a copy of the Guide to Affirmative Action Searches.

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## **Renewal/Non-Renewal of Term** (Faculty and Professional Notice Requirements)

(Policies of the Board of Trustees, Article XI, Title D)

In the event a term appointment is not to be renewed upon expiration, the appointee must be notified in writing not less than:

1. Forty-five calendar days prior to the end of a part-time service term appointment.
2. Three months prior to the end of a term expiring at the end of an appointee's first year of uninterrupted service within the University.
3. Six months prior to the end of a term expiring after the completion of one, but not more than two, years of an appointee's uninterrupted service within the University.
4. Twelve months prior to the expiration of a term after two or more years of uninterrupted service within the University.

Contact Human Resource Management for specific information regarding an employee's renewal or term end date.

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## **FACULTY**

### **Part-Time Temporary**

1. Prepare a Faculty and Professional Appointment Form and route for approval.
2. Prepare the Obligation Form for Part-Time Faculty and route for approval.  
Note: These two forms should be routed together.
3. File a copy of the fully approved Appointment Form and Obligation Form.

### **Part-Time Temporary** (reappointment)

1. Evaluate the candidate based on established department procedures for review of part-time employees.
2. Prepare a Current Employee Change Form and route for approval.
3. Prepare the Obligation Form for Part-Time Faculty and route for approval.  
Note: These two forms should be routed together.
4. Update department and employee records when the fully approved Change Form is returned.

### **Part-Time Term** (reappointment)

1. Evaluate candidate based on established department procedures for review of part-time faculty.
2. Prepare a Current Employee Change Form and route for approval. Ensure Change Form reflects renewal recommendation.
3. Prepare the Obligation Form for Part-Time Faculty and route for approval.  
Note: These two forms should be routed together.

4. Update department and employee records when the fully approved Change Form is returned.

#### **Full-Time Term** (reappointment)

1. Consult the department personnel by-laws, the academic dean's office, and Policies of the Board of Trustees (Article XI, Title D) for guidance in conducting a faculty reappointment review.
  2. Prepare and route a Request for Faculty Personnel Action Form, along with the written recommendations of the department personnel committee and the department chair. The candidate for reappointment must be given an opportunity to review the evaluation file before it is routed to the dean. All official communication to the candidate must be sent by U.S. mail to the address of record (no campus mail).
  3. Update department and employee records when the fully approved Action Form and a copy of the employee's contract are received.
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### **PROFESSIONAL**

#### **Full-Time or Part-Time Temporary**

1. Prepare a Faculty and Professional Appointment Form and route for approval.
2. File the fully approved Appointment Form.

#### **Extension of Temporary**

Note: Temporary appointments end automatically on the end date specified on appointment form unless action is taken to extend.

1. Prepare a Current Employee Change Form noting the effective dates or the extension and route for approval.
2. Update employee and department records and file the fully approved Current Employee Change Form when received.

#### **Part-Time Term** (reappointment)

1. Complete evaluation of performance based on Performance Program.
2. Prepare a Current Employee Change Form noting the effective dates and length of term and route for approval.
3. Update employee records and file fully approved Current Employee Change Form when received.

#### **Full-Time Term** (reappointment)

1. Consult Policies (Article XI, Title D, Section 4) for information pertaining to renewal of term appointment.
2. Draft the employee's Performance Evaluation and Performance Program for the coming year, following the procedures outlined in the Memorandum of Understanding between SUNY and UUP relating to a system of evaluation for professional employees.
3. Schedule a meeting to review the Performance Evaluation and Performance Program with the employee.
4. Share "draft" Performance Evaluation and Performance Program with employee. Solicit employee input.
5. Complete final version of the Performance Evaluation and Performance Program, secure employee signature, and route for approval along with a Current Employee Change Form noting the effective dates and length of term.
6. Update employee's records and file the fully approved Current Employee Change Form and Performance Program and Evaluation when received.

Note: In the event of a dispute over the contents of the Performance Program and Evaluation, the employee may attach a statement detailing his/her position relative to content or evaluation. Such a statement will be sent forward with the Performance Program and Evaluation.

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## **CLASSIFIED**

### **Permanent**

Note: Searches are only required for full-time non-competitive positions. Contact Human Resources for information on non-competitive titles.

1. Prepare a Position Release and route for approval.
2. Contact HRM to review the status of Civil Service lists, position posting, and/or to schedule interviews.
3. Interview candidates and make a final selection. Inform Human Resource Management of selection.
4. HRM will contact the candidate selected and offer the position.
5. HRM will complete the Appointment Authorization Form for Classified Employees and route for approval. HRM will also notify the candidates not selected.
6. File a copy of the fully approved Appointment Form.
7. Complete the Classified Employee Performance Program and review its contents with the employee. Secure employee's signature and route for approval.
8. Complete the Probationary Evaluation Form every 8 weeks up through the remainder of the employee's probationary period. See the Supervisor's Guide to Classified Employment section for additional information on probationary periods.

### **Temporary**

1. Contact Human Resource Management if you need assistance in identifying a qualified temporary employee.

2. Complete the Appointment Authorization Form for Classified Employees and route for approval.
3. File a copy of the fully approved Appointment Form.
4. Complete the Performance Evaluation for Classified Temporary Service Employees and return to Human Resource Management at the conclusion of the temporary appointment.

Note: The maximum initial duration for a temporary service classified employee six (6) months. Temporary appointments must be paid at least at the minimum salary grade level.

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### **Changes in Employee Status**

1. To request a change in employee status, complete a Current Employee Change Form and route for approval. Consult with Human Resource Management prior to initiating any such change. Examples of status changes include: Changes in line number, salary, title, grade, FTE, funding source, etc. Note: Changes in title, grade, and salary require consultation with management and Human Resource Management.
2. Forward the Current Employee Change Form for review and approval.
3. File the fully approved Current Employee Change Form and update employee and department records.