

PROCEDURES ON EMERGENCY HIRES

September, 2006

A. Purpose

To establish clear guidelines on when Emergency Hires will be authorized, the limited duration of the contingent Emergency Hire employment period and the steps necessary to fill the vacancy with a regular, full-time employee hired through a competitive search process.

B. Definitions

Emergency Hire – a contractual faculty temporary appointment for a period not to exceed one year.

C. General Guidelines

1. Normally, emergency hires are only authorized under the following circumstances:
 - A faculty position has been vacated unexpectedly with less than three months until the beginning of classes or the vacancy occurred during the semester. The purpose of an emergency hire is to cover classes during the search period for a full-time faculty replacement.
2. Emergency hires shall be contingent employees for a period not to exceed 12 months and will not be renewed/extended beyond this twelve-month timeframe.
3. During this twelve-month period, it is mandatory that steps be taken to fill the position through an open and competitive search process. The search must be initiated immediately upon learning of the vacancy.
4. All other unexpected or last minute vacancies will be filled with a contingent category I position while an open and competitive search is conducted. The contingent category I appointment shall not exceed six months.
5. Final authority for emergency hire appointments rests with the Office of Human Resources (OHR) after review by the Director of EEO. The hiring department must complete the "Emergency Hire Form" (see attached) and route for appropriate signatures.
6. An open and competitive search process requires that the position be advertised as broadly as possible; there will be no "internal only" postings for positions that are currently occupied with "emergency appointments".

D. Administration of this Policy

1. The Office of Human Resources is designated as administrator of the policy and corresponding procedures and all questions should be referred to that office.
2. Exceptions to this policy shall be at the sole discretion of the President or designee.
3. Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written, portions of this procedure.

References

BOR Policy VII – 1.01 Policy on Recruitment & Selection
FSU "Search Committee Guide", published by the Office of Human Resources