

Purpose: The purpose of this policy is to provide guidelines that will assist in supporting the recruitment methods and practices of the University. This policy follows the employee recruitment policy of the University System of Georgia (USG).

Compliance Status: Compliant

Employee Recruitment

Clayton State University (CSU) is an Equal Opportunity Employer. Recruitment for faculty and staff should be completed in accordance with the procedures set forth by the Institution's Chief Human Resources Officer ("CHRO"), approved by the President in consultation with Legal Affairs and the appropriate leadership level (i.e., Vice President). Recruitment should also follow state, and federal policies, regulations, and laws.

In accordance with the USG Statement on Principles, Clayton State University's recruitment procedures shall be free of ideological tests, affirmations, and oaths. The basis and determining factor for hiring, promotion, and tenure should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which they are being considered. At the core of any hiring, promotion, or tenure decision is ensuring the Institution's ability to achieve its mission and strategic priorities in support of student success.).

Definitions: These definitions apply to these terms as they are used in these policies and procedures.

Affirmations – the action or process of affirming a strongly held belief as a requirement for employment.

Ideological Tests – Tests or questions based on or relating to a system of ideas and ideals, especially concerning economic or political theory and policy.

Oaths—A solemn attestation of truth, adherence, or agreement to a belief system or structures unrelated to the standards required for employment. The State of Georgia Loyalty Oath is excluded from this definition and policy.

Uniform Guidelines on Employee Selection—In 1978, the EEOC (Equal Employment Opportunity Commission) adopted the Uniform Guidelines on Employee Selection Procedures, or "UGESP," under Title VII. See 29 C.F.R. Section 1607.1. UGESP provided uniform guidance for employers about how to determine if their tests and selection procedures were lawful for purposes of Title VII disparate impact theory.

Title VII of the Civil Rights Act of 1964 (42 U.S.C. Section 2000e et seq.) – As amended, protects employees and job applicants from employment discrimination based on race, color, religion, sex, and national origin.

Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681 et seq.) – Protects people from sex discrimination in educational programs and activities at Institutions that receive financial assistance.

Process and Procedures

Employee recruitment should be based on Institutional need and the availability of resources to fulfill the institution's stated mission. The following provides a general framework for recruiting Candidates.

(1) Identify the need for an opening and review and/or modify the existing job description to ensure alignment with current organizational business needs and ensure the description is free from ideological and litmus tests.

(2) Full-time benefitted positions must be approved through the institution's [Hiring Waiver Process](#).

(3) Once the hiring waiver is approved, submit a [critical vacancy request](#) to Human Resources for approval. Once all components (job description, budget, etc.) of the critical vacancy are approved the position will be posted.

(3) Advertise the opening via internal and/or external sources for at least five business days, as approved by Human Resources.

(4) Review applications and resumes collected via the Institution's applicant tracking system and identify the most qualified applicants to move to the next phase of the recruitment and selection process (including reviewing candidates' application materials, conducting interviews, verifying references, etc.) and selecting the most suitable candidate. All search materials and rubrics utilized in the selection process must be submitted to Human Resources prior to onboarding.

(5) Obtain approval to hire from Human Resources.

(6) Submit and [onboarding request form](#) and conduct the [onboarding process](#), including but not limited to a formal offer in writing, reference checks, for intra/inter-institutional transfers – obtain eligibility for rehire confirmation, conduct background checks, and eligibility to work in the U.S.; Ensure completion of all requisite documentation, etc.

Recruitment Training Expectations/Requirements for Employees.

At Clayton State University, mandatory recruitment training will be limited to compliance with the Board of Regents (BOR), state, and federal policies, regulations, and laws.

All training performed at Clayton State University must be approved by the Institution's Chief Human Resources Officer ("CHRO") and the Institution's President.

The use of affirmations, ideological tests, and oaths (including diversity statements) are expressly prohibited and should not be utilized for recruitment and selection purposes.

Additionally, individual units and departments are not permitted to mandate recruitment training for search committee members or departmental employees beyond that which is approved by those with the above-referenced Institutional oversight.

Examples of training include:

- Title VII of the Civil Rights Act of 1964.
- Title IX of the Education Amendments of 1972.
- Ethics
- Conflict of Interest

Employees wishing to get training approved must submit a [New Training & Mission/Value Statement Form](#).

The CHRO or his designee will review the form sign and obtain the approval and signature of the president. Training cannot commence until this has been completed.

Adopted Date: July 2023

Revised Date: May 2024

Documentation and Resources:

[BOR 6.5 Freedom of Expression and Academic Freedom](#)

[BOR 8.2.1 Equal Employment Opportunity](#)

[BOR 8.2.18.12 Statement of Core Values](#)

[BOR Policy 8.2.18.2 Conflicts of Interest, Conflicts of Commitment, and Outside Activities\)](#)

[8.3.1 Faculty Employment](#)

[HRAP on Employment Applications](#)