Listed below are the procedural steps for completing a PA, AA, or PAT search process at the University of New Hampshire. The necessary action steps include consultation with the Vice Provost for Diversity (VPD) and the Director of Affirmative Action and Equity (DAAE). Signatures must be secured from these officers to proceed through the required 13-step hiring process listed below.

In order to initiate the hiring process, each unit supervisor must develop a Diversity Recruitment and Hiring Plan of Action. The PA, AA, or PAT Recruitment and Hiring Check-list must accompany the Request to Advertise form, the position description, and the Human Resources Position Vacancy Information Sheet.

The Search Committee and Department chair will maintain consultation with the VPD and DAAE throughout the search process.

Position: ___________________________ Unit/Division: ___________________________

1. _____ Receive verbal approval from the appropriate administrator to begin to initiate the hiring process.

2. _____ The hiring administrator and/or the search committee chair will consult with the VPD before beginning the hiring process within the department/unit to draft and confer on the position description and to present a preliminary departmental/unit Diversity Recruitment and Hiring Plan of Action for the identified position.

3. _____ The administrator or the search chair forwards the Position Vacancy Information form, the position description, and the Recruitment and Hiring Check-list to the appropriate administrator for approval. (The Hiring Check-list must accompany each Human Resources Position Vacancy Information Sheet.)

4. _____ The administrator submits the documents to the appropriate division administrator for written approval.

5. _____ The Provost’s Office or the appropriate administrator forwards approved documents to the Human Resources Office with copies to the Office of Affirmative Action & Equity.

6. _____ The Human Resources Office places the advertisement with the media specified by the hiring unit.

7. _____ The Unit sends all applicants the Affirmative Action Employment Data form unless the online process is used.

8. _____ When finalists are identified, send the appropriate administrator and DAAE the list of selected finalists recommended for interviews with demographic information for review. Completion of the Selection Form and signature of approval to interview from the DAAE is necessary.

Send email to VPD to provide brief rationale for selection of the finalists, then submit the Selection Form with documented materials to the DAAE.

Director of Affirmative Action and Equity
9. _____ Submit documents of candidate to appropriate administrator to approve for hiring; action is taken in consultation with the Provost or appropriate Vice President. (The final recommendation will be reviewed with the appropriate vice president or provost.)

10. ____ The appropriate administrator will make offer to the candidate.

11. ____ When the offer is accepted, the W-4 and I-9 forms must be completed by the candidate.

12. ____ After offer is accepted, send completed and signed Faculty Selection form to DAAE with resumes of all finalists, females and/or minorities. DAAE will send this material to Human Resources.

13. ____ The appropriate administrator forwards copy of letter, W-4, and I-9 forms to BSC for processing.

Note: This process does not preclude the Provost or Vice President from waiving any of the 13 steps to expedite appropriate hiring to advance diversity goals.

The Offices of the Vice Provost for Diversity and Affirmative Action and Equity work in concert to advance the University’s commitment to excellence through diversity while assisting search committees in achieving their departmental/unit’s goals.

02/21/06 wsm
POSITION VACANCY INFORMATION (Faculty)

REQUESTING SUPERVISING: __________________________ PHONE: _________

DEAN AUTHORIZED SIGNATURE: __________________________ DATE: __________

PROVOST AUTHORIZED SIGNATURE: __________________________ DATE: __________

POSITION INFORMATION:

Position #: ________ Replacement For: __________________________

Name of Supervisor: __________________________

Supervisor’s Position Title: __________________________

Regular Budgeted Position □ Term Position □ Term Position Expiration Date: __________

New Position □ Tenure □ Non Tenure □ TP □ Term □ Grant □

Does this position have responsibilities for hiring and evaluating other employees? □ YES □ NO

SCHEDULE:

Academic Year □ Fiscal Year □ Full Time □ Part Time □ ______ %

Advertising Preference - If ad for paid publications is different from that of campus posting, please send as a separate e-mail attachment.

List desired paid publications __________________________ __________________________

and/or websites (include any online URL’s)

_______________________________ __________________________

_______________________________ __________________________

_______________________________ __________________________

_______________________________ __________________________

_______________________________ __________________________

_______________________________ __________________________

Form 1 of 3 (to be completed)
Enter Position Title here

DEPARTMENT:

SUMMARY OF POSITION (optional):

RESPONSIBILITIES:

MINIMUM QUALIFICATIONS:

SALARY INFORMATION (optional):

LETTERS OF APPLICATION MUST BE RECEIVED BY ________ TO RECEIVE FULL CONSIDERATION

ADDITIONAL INFORMATION (optional):

ADDRESS FOR RECEIPT OF RESUMES:

UNH is committed to excellence through diversity in its faculty and strongly encourages women and minorities to apply.

***IMPORTANT - When complete, please e-mail this entire file/document to Human Resources.
# ADVERTISING BILLING FORM

## Section 1

Responsible Department Account Information

*Section 1 of this form must be completed in its entirety.*

<table>
<thead>
<tr>
<th>Dept. Name:</th>
<th>Authorized By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position #:</td>
<td>Phone/Fax:</td>
</tr>
<tr>
<td>Position Title:</td>
<td>Date:</td>
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</tbody>
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## Account Information

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Activity Code</th>
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## Section 2

### Human Resources Use Only

<table>
<thead>
<tr>
<th>Human Resources Rep:</th>
<th>Date Sent to BSC:</th>
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<tbody>
<tr>
<td>Job Order #:</td>
<td>Initials of Sender:</td>
</tr>
<tr>
<td>Department Contact:</td>
<td># of Attachments:</td>
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</tbody>
</table>

## Media/Advertising Information

<table>
<thead>
<tr>
<th>Publication</th>
<th>Date Placed</th>
<th>Ad Date(s)</th>
<th>Ad Cost</th>
<th>Contact Name/Phone #</th>
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