

University of Louisiana System

**Title: HIRING OF SYSTEM
ADMINISTRATION STAFF**

Effective Date: July 1, 2003

Cancellation: None

Chapter: Bylaws

Policy and Procedures Memorandum

This policy is intended to serve as a general guide in filling positions for the UL System staff. The System President has the flexibility to hire, for special staff positions, certain individuals with appropriate credentials/skills when available, taking into consideration various factors such as: critical needs of the System, special circumstances that may arise, monetary issues, etc.

As a position is created or vacancy becomes available within the System office, the following steps should be followed:

- a. A specific job description is established for the position indicating duties and responsibilities and minimum qualifications desired.
- b. The position may be posted or announced utilizing the System web site, newspaper advertisements, letters/circulars to System universities and/or other institutions or agencies, magazines/journals/other periodicals or other means. Potential candidates with the qualifications desired may also be personally contacted and invited to apply. For classified positions, lists of eligible candidates shall be requested from the Office of Civil Service.
- c. Equal opportunity in employment is to be provided in that each person in accordance to his/her individual job-related qualifications and without regard to race, sex, religion, age, national origin, or disability shall be considered.
- d. An application should include a letter of interest/application, résumé, and list of references.
- e. Review of all applications and interviews of selected applicants shall be performed by appropriate System staff and possibly others invited to assist in the review.

- f. Reference checks shall be made on each applicant to be considered.
- g. A letter of position offer shall be submitted to the candidate selected for the position. The letter shall indicate the salary offer, starting date, and any other information or terms deemed appropriate.
- h. The letter of position offer shall be submitted to the personnel officer for preparation of pay schedule and for development of personnel action request for Board approval.