Affirmative Action Appointments

This procedure provides and means for filling permanent and/or tenurable administrative and academic vacancies otherwise filled through the recruitment procedures required by The University of Montana – Missoula’s Affirmative Action Plan. Because of a commitment to increase the numbers of qualified women and minorities in its workforce, the University has adopted this policy for Affirmative Action Appointments and promotion of qualified women and minorities, particularly Native Americans, to vacancies normally filled through national searches.

A. Appointment Recommendations

Affirmative Action Appointments can occur only if a Department (job group) has an underutilization of women and/or minorities as determined by a current workforce analysis and the availability of women and minorities with the requisite qualifications in the relevant labor market and under the following circumstances:

1. By majority vote, the faculty of the unit invoke the Affirmative Action Appointment Policy to offer appointment to a well-qualified minority or woman candidate in the area.

2. The Chair or Director of the unit wishing to make the appointment seeks and receives approval through the regular and customary administrative channels used for filling administrative and academic vacancies.

3. The Affirmative Action Office and Human Resource Services provide Departments and units with updated and current utilization and availability figures.

B. Appointment Procedures

1. The Chair or representative notifies the Affirmative Action Officer of intent to utilize the Affirmative Action Appointment Procedures. The Affirmative Action Officer reviews the unit’s utilization and availability profile and confirms that underutilization exists.

2. The unit develops a position description listing the qualifications and requirements for performance in the position.
3. The unit establishes a review and screening committee consisting of unit faculty or appropriate constituents in the case of administrative positions.

4. The unit Chair or representative delivers a brief charge to the screening committee.

5. The unit Chair or representative notifies the candidate(s) under consideration of the deadline for the submission of application materials.

6. The screening committee recommends the appointment to the Chair and Dean.

7. The Dean notifies the Affirmative Action Officer of the recommendation.

8. The Affirmative Action Officer provides EEO approval to the Academic Dean, upon finding the process and procedures in compliance. The Dean brings the recommendation to the Provost who brings it to the President if in concurrence.

Other Recruitment Exceptions

A. Grants and Contracts

Individuals written into successful grant and contract proposals by name receive appointments without recruitment to the faculty, administrative, or certain support positions funded by the grants and contracts.

B. Acting Administrative Appointments

Acting appointments fill vacancies in administration on a temporary basis, normally within a year, until searches fill the vacancy on a permanent basis.

The President can make acting appointments at any level at any time. Appointing authorities reporting to the Executive Officers may make acting appointments with the approval of the appropriate Executive Officer, the Affirmative Action Officer, and the President. Appointing authorities must advertise on campus for applicants interested in acting positions and appoint a screening committee to review applications from on-campus applicants.

Appointing authorities must make special efforts to identify qualified minorities and women to fill acting administrative positions in order to increase the University’s utilization of these protected group members.

C. Limited Searches for Partial FTE Appointments

The University does not require national searches for partial FTE/non-renewable administrative and academic positions. Limited (local) searches may be conducted annually to establish pools of qualified candidates for appointment to non-tenurable and partial FTE positions.