

## **2. RECRUITMENT AND EMPLOYMENT**

### **2.1. RECRUITMENT AND EMPLOYMENT**

Missouri State University has a deep and abiding commitment to diversity as a core institutional value and responsibility. Diversity is central to providing and retaining a quality educational environment. As a public affairs institution, Missouri State University is deeply committed to developing educated persons equipped to contribute to the interdependent world in which we now live. The ability to adapt to rapid economic, social, and cultural changes is imperative. Skills and competencies to deal with diverse cultures and societies have not only become necessary to function in today's workplace, but they also enrich one's life and work.

Missouri State University is committed to programs and practices that assure an environment free of the barriers of discrimination in education and employment and that establish a collegial and just community through our shared commitment to the principles of diversity, nondiscrimination and affirmative action. To achieve this end, Missouri State University views, evaluates, and treats all persons in any University-related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and relevant characteristics. (Missouri State University Affirmative Action Plan)

### **2.2. FACULTY HANDBOOK EQUAL OPPORTUNITY POLICY**

Missouri State University reaffirms its policy as an equal employment opportunity employer. To assure full compliance and implementation of this policy, Missouri State University, through its various administrative officers, shall ensure that:

- Individuals are recruited, employed, promoted, and transferred in all jobs consistent with the University's nondiscrimination statement and without regard to age, ancestry, color, creed, disability, marital or parental status, national origin, participation in constitutionally protected activities, political affiliations or beliefs, race, religion (belief or non-belief), gender, or disabled and/or veteran status. In addition, the University does not discriminate on any basis not related to the applicable job requirements for employees.
- Decisions regarding employment, promotion, and transfer shall be made on the principles of Equal Employment Opportunity and on the basis of an individual's qualifications for the position to be filled.
- Personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, educational programs, and all other University-sponsored programs, benefits, services, and aids, shall be administered consistent with the University's non-discrimination statement and without regard to age, ancestry, color, creed, handicap, marital or parental status, national origin, participation in constitutionally protected activities, political affiliations or beliefs, race, religion (belief or non-belief), gender, or disabled and/or veteran status. Reasonable accommodation on the basis of religion or disability is assured.

The University does not discriminate on any basis not related to the applicable educational requirements for students or the applicable job requirements for employees.

The University's Affirmative Action Plan and the Board of Governors' Equal Opportunity Policy are available for review in the Office of Human Resources. Overall responsibility for monitoring these policies and reporting on the University's equal employment opportunity and affirmative action program is assigned to the University's Equal Opportunity Officer who reports to the President. <http://www.missouristate.edu/equity>.

### **2.3. HIRING PROCEDURES**

Missouri State University is an equal opportunity and affirmative action employer. Academic search guidelines provide open and uniform procedures to be followed by all hiring units and search committees in defining and filling vacant and new positions. Every major administrator, hiring administrator, and search committee participant has responsibility to ensure full implementation of the University's non-discrimination policies and affirmative action program. Complete search guidelines are available online at: <http://www.missouristate.edu/equity/10542.htm>.

### ***2.3.1. HIRING OF MISSOURI STATE UNIVERSITY GRADUATES***

In order to encourage a diversity of disciplinary points of view and teaching techniques in the departments, Missouri State University recruits its new faculty members from many different graduate schools in the United States and abroad. It is the policy of Missouri State University not to employ as ranked faculty members those individuals who have just completed their graduate programs at Missouri State University. In those instances where the University employs faculty members who have completed a master's degree on the Missouri State University campus, such faculty member is required to have completed a period of professional experience elsewhere following the completion of the degree before being appointed to the regular Missouri State University faculty.

### ***2.3.2. NEPOTISM***

The University's policy regarding the employment of relatives is set forth in the nepotism provision of the Conflict of Interest Policy (refer to Section 11.2). The policy does not prohibit the appointment of more than one member of a family to the same academic department or to another position within the University.

No Governor, officer, faculty, or employee shall participate, either directly or indirectly, in a decision to appoint or hire an employee of the University, either part-time or full-time, who is related to such person within the fourth degree of consanguinity (blood) or affinity (marriage). It also shall be a violation of this policy for an employee to supervise, either directly or indirectly, the work of another employee who is related within such fourth degree or affinity, unless the supervisory role is specifically approved by the pertinent Department Head, by the pertinent Dean, by the Provost, and by the President of the University. Should a head or Dean be directly involved, approval of all higher administrative levels will be required. An employee may not be permitted to make judgments on another employee who is related within such fourth degree concerning such matters as appointment, promotion, and tenure.

A relative within the fourth degree includes, but is not limited to, spouse, child, grandchild, great-grandchild, great-great-grandchild, parent, grandparent, great-grandparent, brother/sister, aunt/uncle, great-aunt/uncle, niece/nephew, grand-niece/nephew, and cousin. All relationships are included, whether full-, half, step-, adopted, or in-law.

### ***2.3.3. HIRING FOREIGN NATIONALS***

Foreign nationals employed by the University must be able to produce documentation to the Immigration and Naturalization Service (INS) for establishing employment eligibility in the United States and must be eligible to begin work on the first day of their contracts.

Foreign nationals who are employed at another university cannot change their location of work without INS consent, and must receive notification of extension on their 1-94 (Arrival/Departure card) before beginning work at Missouri State University. Upon arrival at Missouri State University, all foreign nationals must meet with Financial Services.

The hiring and continuous employment of foreign nationals require monitoring by the hiring unit and by the college to insure that annual documentation is submitted by the employee for maintaining his or her employment status. The hiring unit should maintain a tracking system so that verification of visa status can be provided. To remain

employed, the faculty member must comply with the verification requirements of the Immigration Reform and Control Act of 1986.

## **2.4. IDENTIFICATION CARDS**

Every academic employee is issued an identification card by the Office of Human Resources. Full-time faculty members may also secure a spouse identification card by submitting a written request to the Office of Human Resources.

## **2.5. PERSONNEL RECORDS**

The University maintains official personnel files for each faculty member in the Office of Human Resources. This record includes the vita, recommendations, official transcripts of academic work, and correspondence and records dealing with terms and conditions of employment. Additional personnel files containing similar information are also kept by the college Dean and the Department Head. All personnel files, that is, files maintained in the offices of Human Resources, the Department Head, the Dean, the Provost and the President, are considered in aggregate as the official personnel file.

The personnel files are available to the members of the Board of Governors, the Administration and its agents, and as otherwise required by law where necessary to allow the University to comply with law and standard business practices. Department Heads may examine the personnel files of the faculty members of their own departments only.

Faculty members may review from their own personnel files on request and in the presence of a designated University official, copies of vitae and official transcripts of academic work, placement papers if not confidential (such as letters of recommendation), correspondence with University officials, salary information, performance evaluations and appraisals, written complaints, and commendations that have previously been discussed with the faculty member.

A faculty member may submit and have inserted into the personnel file a statement which clarifies any material in the file which he or she believes is inaccurate. Said clarification shall be maintained so long as the disputed material is maintained.

It is the responsibility of each faculty member who completes a degree while he or she is employed at Missouri State University to have an official transcript, which includes the date on which the degree was conferred, sent to the Director of Human Resources. It is also required that faculty members notify the Office of Human Resources of any address changes or any other changes related to personnel records so that such information may be kept current. Employees may be asked to provide written authorization to release copies of documents from an employee file to a third party.

## **2.6. RELEASE OF EMPLOYMENT INFORMATION**

Employees' names, job titles, and salaries are provided to the State of Missouri for publication in the Missouri Official Manual. The Office of Human Resources will verify the employment of an employee by telephone or in writing. If a request is in writing, an employee's written consent will be required. The Office of Human Resources will only verify the employee's date of hire, position and department, and confirm salary information.