**The EEO/Diversity Search Process**

Faculty, Administrators, At Will

A diverse workplace results from recruitment strategies that involve advertising in venues that attract a broad base of potential applicants. This is especially important in faculty and administrative staff positions. Also helpful is when members of the search committee reach out to academic or professional contacts. Sharing news of employment opportunities may encourage them to advise colleagues to consider these opportunities for themselves. These activities, among others, can serve to draw attention within diverse constituencies to the University in new ways and increase the potential for more diversity in our workforce.

The search process is designed to reflect the strategies developed by search/review committees and hiring officials that address the University of Wyoming’s diversity goals and objectives. The process also ensures that University searches, both external and internal, comply with Equal Employment Opportunity (EEO) laws and affirmative action guidelines. For more information including FAQ’s, please visit our website ([www.uwyo.edu/diversity/searches](http://www.uwyo.edu/diversity/searches)).

To begin a search, departments must obtain position authorization from either the Provost or Associate Provost in the Office of Academic Affairs or from the Vice President of Administration. **All members of the search committee must complete “UW – A Diverse Workplace (OFCCP Training)” through Human Resources.** This course is a required training for any and all employees involved with personnel decisions: All aspects of hiring (including sitting on an interview committee) tenure and promotion, performance evaluations, and disciplinary actions including termination. This presentation covers Equal Opportunity Employment, Affirmative Action, and specific regulations related to Protected Veterans and Individuals with Disabilities.

**Completed forms may be submitted via email or fax, meaning electronic signatures are acceptable. However, all required signatures should be obtained before transmission in order to avoid delay in processing the paperwork.**

Step 1 EEO approval to open search

Complete and submit the **Search Plan** and **Job Requisition** to the Office of Diversity and Employment Practices. Include copies of the position authorizations mentioned above. Jobs must be posted for a minimum of 30 days unless an exception is requested and approved. All job ads must include the University's full EEO statement and a statement related to background checks:

EEO Statement

(Required for all UW job postings)

*The University of Wyoming is an Equal Employment Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. Please see* [*www.uwyo.edu/diversity/fairness*](http://www.uwyo.edu/diversity/fairness)

*We conduct background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.*

Step 2 EEO approval to interview applicants

As applications are received, send each applicant an **Applicant Letter** and an **EEO Data Form** with the first section completely filled in. Applicants will be directed to voluntarily return the form to the EPO. Individual data will not be given to search committees, though a summary of the applicant pool will be returned after the search is closed.

Complete and submit the **Applicant Pool Summary** document to the Office of Diversity and Employment Practices **prior** to scheduling initial interviews. Please email a list of all applicants (first and last names) to [diversity-epo@uwyo.edu](mailto:diversity-epo@uwyo.edu). Excel is the preferred format. In addition to the completed form, departments must provide documentation of how the candidates were evaluated. Attach ranking sheets, scoring matrices, etc. Interviews should be conducted in the same format with all applicants at each stage. For more information, please review the Matrix FAQ on our website.

A completed Applicant Pool Summary must be submitted prior to the first round of interviews. If a committee chooses to conduct a second round of interviews, EPO will not require another Applicant Pool Summary. Committees must still obtain approvals to interview from the departmental or college supervisory chain according to departmental policy. For all interviews, however, search committees must maintain documentation reflecting how candidates were evaluated relative to the criteria.

Step 3 Final selection of candidates

Complete and submit the **Search Results** document to the Office of Diversity and Employment Practices for review. In addition to the completed form, departments must provide documentation of how the candidates were evaluated. Attach ranking sheets, scoring matrices, etc. The EPO will then forward the results tothe Office of Academic Affairs (Provost) or to the appropriate vice president for final disposition.

Note: No offer of employment can be made until the President, Provost, or a vice president signature has been obtained.

**Exceptions to the Search Process**

The University of Wyoming recognizes that there are generally three situations that occasionally develop that may preclude following the standard search process:

**TARGET OF OPPORTUNITY –** The hire meets a pre-determined and pre-approved diversity objective and is consistent with institutional need, the University’s hiring guidelines, and the availability of funding. This situation may arise as a result of an opportunity to recruit a highly qualified individual who represents an area of diversity at a time when there is no active search or an individual may be identified during the course of a search. During the course of an active search, it’s possible that diverse applicants who are engaged in research that does not meet the exact qualifications as advertised will nevertheless be attracted to the applicant pool.

**SPOUSAL OR DOMESTIC PARTNER CONSIDERATION** – Primarily applicable to faculty appointments and will be decided on a case-by-case basis in consultation between the appropriate academic area and the Office of Academic Affairs.

**BUSINESS NECESSITY –** Sudden death, resignation, termination, or long-term illness of an incumbent occupying a position that is both time-sensitive and critical to the institution’s mission and ability to deliver its curriculum and other programs creating an immediate need to fill a position without advertising. Shortened advertising periods may also be considered under this category.

**Exception Approval Process**

1. The appointing authority should submit a written request to the appropriate vice president or Provost.

2. The vice president or Provost will review the request and forward his/her decision, including supporting documentation and rationale, to the Office of Diversity and Employment Practices.

3. The EPO will review the documentation and, in consultation with the appropriate university official, will either offer advice or concur with the decision and keep a record of the action. Some completed forms may be required in order to document the process.

If you believe an exception is appropriate, you are encouraged to contact the Office of Diversity and Employment Practices to discuss the situation and any necessary documentation or paperwork.