

**UNIVERSITY OF CENTRAL ARKANSAS**  
**BOARD POLICY**

Policy Number: 503

Subject: Hiring Policy for Employment of Faculty and Staff

Date Adopted: 10/94 Revised: 02/03,12/12

---

Prior to advertising any vacant position at the university, the applicable personnel should first define the position to be filled, including specific requirements and credentials.

Faculty searches will be governed by the Faculty Handbook. Additionally, the university will make use of search firms where appropriate. Search procedures should include notices in national journals and publications. The Affirmative Action Office may be consulted for assistance in developing search strategies. A list of historically black colleges and universities is maintained in the Affirmative Action Office. Qualified walk and unsolicited applicants should be considered when filling vacancies; however, files on walk and unsolicited applicants need not be retained if an opening does not exist and is not anticipated.

All positions that are filled by national searches should remain open for at least two weeks after the last advertisement has appeared. All other positions should remain open for at least one week after the last advertisement has appeared. If at this time the search process has not located five qualified applicants, the Affirmative Action Office should be contacted to determine if affirmative action guidelines have been followed or if the position should be advertised.

If one position has been advertised and an identical opening occurs before the position is filled, it should be noted, however, that women and minorities should not be expected to bear the full responsibility for equal opportunity hiring. All members of the committees should be made aware of UCA's commitment to affirmative action.

It is also desirable that diversity be achieved in the applicant pools. Therefore, all reasonable efforts should be made to recruit such candidates.

All records of the hiring procedure, including, among others, applications, resumes, interview notes, and memoranda, should be kept three years. All personnel records relevant to a charge of discrimination or a civil action shall be preserved until the final disposition of the case.