

Regulation Number	Subject	Effective Date	Revised Date
4.0040R	Recruitment, Selection and Appointment	02/01/06	
Responsible Division / Department: Administration & Finance / Human Resources			
<input checked="" type="checkbox"/> New Regulation	<input type="checkbox"/> Major Revision of Existing Regulation	<input type="checkbox"/> Minor/Technical Revision of Existing Regulation	<input type="checkbox"/> Reaffirmation of Existing Regulation

I. OBJECTIVE & PURPOSE

The purpose of this regulation is to ensure fair and consistent recruitment, selection and appointment of University employees not subject to collective bargaining agreements, including non-unit Faculty and non-unit Support staff.

II. STATEMENT OF REGULATION

A. The following provisions govern recruitment, selection, and appointment of University employees:

- 1) Qualified applicants are those who meet the minimum qualifications contained in the University class specification and any additional competencies required for the specific position in the class unless appointments are with emergency, provisional, or trainee status. The University shall determine the education, training, and experience for the class specification as appropriate for a specific position.
- 2) Any person who has been convicted of a felony involving the sale of or trafficking in, or conspiracy to sell or traffic in, a controlled substance as described in Chapter 893, F.S., is disqualified from employment unless conditions outlined in Section 775.16, F.S., are met. Failure to disclose such conviction is cause for dismissal.
- 3) The University shall ensure the spoken English language competence of all prospective and current Faculty involved in classroom instruction, other than courses conducted primarily in a foreign language, as stipulated in Chapter 1012.93, F.S., and staff who serve in a customer service capacity. For prospective faculty this shall be ascertained during the initial campus interviews. For current non-unit Faculty, this competence shall be ascertained during the annual evaluation.

- B. The University's offer of employment and appointment procedures shall be consistent with the following:
- 1) The offer of employment for Faculty and Administrative positions shall be conditioned on the return of written acceptance by a specified date.
 - 2) Each non-unit Faculty member or Administrative employee shall be issued either an annual contract or documented appointment. Multi-year contracts are permissible for non-unit Faculty and Administrative employees, to a maximum of five (5) years per contract. Contracts may be renewable.
- C. The University shall use the following appointment modifiers which define the conditions of an employee's appointment. Such appointment modifiers apply to the appointment of a qualified employee unless otherwise stated and are subject to published guidelines and procedures of the University.
- 1) Non-unit Faculty Appointment Modifiers:
 - a. Regular – A continuing appointment. The appointment modifier is not included in the title.
 - b. Acting – A limited time appointment to a position primarily assigned Administrative duties during the short-term absence of the incumbent.
 - c. Interim – A limited time appointment during the period of time between the separation or retirement of an employee and the assumption of duties by a replacement.
 - d. Part-time – An appointment paid from OPS. Such appointments are for temporary employment and the term of employment is only for the period specified in the offer.
 - e. Visiting – An appointment of a person having appropriate professional qualifications, when either the person or the position is not expected to be available for more than a limited period of time.
 - f. Joint – An appointment when the person is regularly participating in the teaching and/or graduate supervision responsibilities of more than one academic department/unit. The appointment modifier is not included in the title.
 - g. Research – An appointment when the person is engaged primarily in research. The appointment modifier is not included in the title.
 - h. Clinical – An appointment in conjunction with a professional position in a hospital, school, or other clinical environment. The appointment modifier is not included in the title.
 - i. Courtesy – An unpaid appointment that may include special status or academic privileges. Persons appointed with this status may or may not be otherwise affiliated with the University. The appointment modifier is not included in the title.
 - j. Honorary/Honoris Causa – An unpaid appointment of an individual having distinction and honor in his/her field, but who does not possess the normal requirements for the position.
 - k. Emeritus – An honorary title that may be conferred at retirement in recognition of distinguished service.

- l. Affiliate – An appointment when a person participates in some functions of other academic departments/units. The appointment modifier is not included in the title.
 - m. Multi-Year – An appointment that extends beyond one academic or fiscal year.
- 2) Administrative Appointment Modifiers:
- a. Regular – A continuing appointment. The appointment modifier is not included in the title.
 - b. Provisional – An appointment of a person who is not fully qualified, but who is expected to acquire such qualifications in a short period of time.
 - c. Acting – A limited time appointment that includes the assumption of additional or replacement duties during the short-term absence of the incumbent.
 - d. Interim – A limited time appointment during the period of time between the termination or retirement of an employee and the assumption of duties by a replacement.
 - e. Temporary – an appointment to replace an employee on leave, temporarily promoted or reassigned; or to overlap one employee with another for training purposes.
 - f. Emergency – An appointment when a vacancy must be filled immediately during an emergency, for an initial period of up to three (3) months with the option of extending. Such appointments may be made without regard to the employee’s training and experience or other provisions of this policy. However, the person will need to meet the minimum qualifications for the position if s/he elects to become an applicant during the search process.
 - g. Emeritus – An honorary title that may be conferred at retirement in recognition of distinguished service.
 - h. Multi-Year – An appointment that extends beyond one academic or fiscal year.
- 3) Support Appointment Modifiers:
- a. Regular – A continuing appointment after successful completion of the designated probationary period for the class.
 - b. Probationary – An appointment to a position in a class for the designated period, where the employee meets the minimum qualifications for the position.
 - c. Trainee:
 1. The appointment of a prospective appointee who has not passed a required examination but meets the minimum qualifications for the position;
 2. The appointment of a prospective appointee who is not fully qualified but is expected to acquire such qualification in a short period of time;
 3. The appointment of an individual under a cooperative education program, a vocational rehabilitation program, an approved university training program, or an apprenticeship program.
 - d. Temporary:
 1. An appointment to provide a non-regular assignment to a vacant position;

2. An appointment to replace an employee who is on leave, or who is promoted or reassigned;
3. An appointment to overlap one employee with another for training purposes.

Continuous successful performance in a class with the appointment modifier of temporary may be counted toward completion of the required probationary period. The decision to count such time toward completion of the probationary period shall be made at the time the employee is initially appointed with probationary status.

- e. Emergency – An appointment when a vacancy must be filled immediately during an emergency, for an initial period of up to three (3) months with the option of extending. Such appointments may be made without regard to the employee’s training and experience or other provisions of this policy. However, the person will need to meet the minimum qualifications for the position if s/he elects to become an applicant during the search process.
- f. Time-limited – An appointment to a position for a particular project, enterprise, or specified period. Such designation must be made to the position at the time of recruitment. A time-limited position shall have the same benefits as a position with a regular appointment modifier. Such position shall not have rights provided for layoff and recall.

References: 1001.74, FS.; 1001.75, FS. and relevant Collective Bargaining Agreements

History: NEW 2-1-06; Repealed 6C9-4

Adopted by the University of North Florida Board of Trustees as part of the University’s Personnel Program on January 26, 2006.

Formerly 4.003