

**CAL POLY HUMBOLDT**  
**University Senate**

**Resolution on Management Position Program Hiring Policy**

19-20/21-[Constitution and Bylaws Committee](#) — [February 25, 2025](#) — First Reading

**RESOLVED:** That the University Senate of Cal Poly Humboldt recommends to the President to adopts this Management Position Program Hiring Policy; and be it further;

**RESOLVED:** That the Faculty Handbook Section 700 (Article 701) be amended to reflect this policy

Current Language:

701. CONSULTATION RELATED TO APPOINTMENT OF ADMINISTRATIVE POSITIONS

The University observes a policy of collegiality that includes the participation of faculty, staff, and students (where appropriate) on search committees that review the applications of persons applying for administrative positions in the University. These committees will have access to documents relating to the candidates, will participate in the interview process, and make their recommendations known to the President or other administrator, who is responsible for making the appointment. Unless specified otherwise below, all search committees for administrative positions not under the Division of Academic Affairs, at the level of Associate Vice President or higher, will have a minimum of two General Faculty members, appointed by the President in consultation with the Senate Executive Committee (Academic Senate Resolution #19-05/06-EX, March 7, 2006)

Amended Language:

701. CONSULTATION RELATED TO APPOINTMENT OF ADMINISTRATIVE POSITIONS

The University follows the *Management Position Program Hiring Policy* as the guiding framework for hiring administrative positions. In alignment with the University's commitment to collegiality, faculty, staff, and, where appropriate, students participate in search committees that review applications for administrative roles. These committees will have access to relevant candidate documents, engage in the interview process, and provide recommendations to the President or the appropriate administrator responsible for making the appointment.

***RATIONALE:*** To establish a structured, transparent, and equitable process for recruiting, selecting, and onboarding management personnel. This policy ensures compliance with legal and institutional regulations, promotes diversity and inclusion, and upholds shared governance by involving faculty, staff, and students in hiring decisions. It strengthens leadership accountability and aligns hiring practices with the university's mission and strategic objectives.

**Management Position Program Hiring Policy**  
**[Policy Number]**  
**Constitution and Bylaws Committee**

**Applies to:** Faculty, staff, students, and administrators.

This policy establishes a transparent hiring process for management positions, ensuring compliance with regulations, equity principles, and strategic goals. It outlines structured recruitment, selection, and onboarding procedures while emphasizing diversity, fairness, and accountability. Regular reviews maintain alignment with best practices and institutional priorities.

**Supersedes:** #19-05/06-EX

**Purpose of the Policy**

The purpose of this policy is to ensure a transparent, equitable, and structured hiring process for management positions that align with the university’s mission, strategic goals, and commitment to diversity and inclusion. By establishing clear guidelines for recruitment, selection, and onboarding, the policy upholds best practices, regulatory compliance, and shared governance principles while fostering effective leadership and institutional accountability.

**Definitions**

**Search Committee:** A group of representatives tasked with overseeing candidate evaluation and selection.

**Equity Advocate:** A committee member responsible for promoting fairness and impartiality in the hiring process.

**Onboarding:** The process of integrating a new hire into the university, including orientation, training, and ongoing support.

**Policy Details**

**1. Introduction and Scope**

1.1 The purpose of this policy is to establish a structured and transparent framework for hiring qualified management personnel who will uphold and advance the university’s

mission and strategic objectives. Recognizing the critical role that effective leadership plays in fostering academic and organizational success, this policy is designed to ensure that hiring processes align with best practices, university policies, and equity principles.

1.2 Management Personnel Program (MPP) refers to a classification of employees who serve in management, supervisory, and leadership roles. MPP employees are exempt from collective bargaining and have responsibilities that include policy development, program administration, budget oversight, and personnel management.

MPP positions are categorized into four levels:

MPP Level 1 – First-line supervisors and entry-level managers.

MPP Level 2 – Mid-level managers with broader oversight.

MPP Level 3 – Senior managers, including associate/assistant vice presidents.

MPP Level 4 – Executive leadership, such as campus presidents and vice presidents.

MPP employees are subject to CSU policies rather than union agreements, and their employment is at-will, meaning they serve at the discretion of the CSU administration.

1.3 The policy covers all stages of the hiring process for management positions, from position identification to onboarding, to support a robust, consistent, and fair approach to recruitment and selection.

## **2. Authority and Compliance**

2.1 The Human Resources department and designated hiring committees oversee the hiring process and maintain transparency and adherence to regulatory and policy standards.

2.2 All hiring practices must comply with relevant federal and state regulations, including but not limited to:

- Equal Employment Opportunity laws, such as the Civil Rights Act.
- The Americans with Disabilities Act (ADA).
- The Fair Labor Standards Act (FLSA).

- Any applicable state labor laws.

2.3 University policies regarding hiring, anti-discrimination, and conflict of interest must be strictly followed, ensuring an impartial process that aligns with institutional values.

2.4 Shared governance policies, resolutions, guidelines, and procedures must be upheld by involving diverse university community members, including faculty, staff, and students, in hiring decisions to maintain accountability and trust.

### **3. Position Identification and Justification**

3.1 The hiring authority shall conduct a comprehensive needs assessment to identify gaps in management and justify the need for a new or vacant position. This assessment should clearly outline:

- Specific departmental and institutional needs that the position will fulfill.
- Alignment with strategic goals, including examples of anticipated impacts.
- Cost-benefit analysis of creating/filling the position versus other solutions (including the cost of the search itself, See Section 4.4).

3.2 The hiring authority shall submit a detailed justification for the hiring to the Senate Executive Committee that includes:

- An explicit description of the job's responsibilities.
- Expected outcomes and measurable objectives.
- An explanation of how the role supports the university's strategic priorities.

The Senate Executive Committee shall review and approve level 3 and 4 MPP position justifications. Level 1 and 2 MPP position justifications should be information items for the Senate Executive Committee.

3.3 The hiring authority shall obtain approval from relevant oversight bodies, such as the Board of Trustees or senior administration, to ensure consistency with the university's mission and resource allocation priorities.

3.4 The hiring authority shall follow Human Resources procedures and paperwork regarding an MPP Position Description.

## **4. Search Committee**

4.1 Hiring authority shall form a search committee with diverse representation, including:

- A chair at the same rank or higher than the position being filled.
- Members appointed by the Senate Appointment and Election Committee, Staff Council, Associated Students, and administration.
- A trained Equity Advocate (non-voting).
- The composition of the search committee should ensure that administration-appointed and ex-officio members together do not constitute a majority.

4.2 The university Human Resources shall provide mechanisms (e.g., via Office of Diversity, Equity, and Inclusion) for training all search committee members, covering:

- Methods to mitigate unconscious bias.
- Objective evaluation techniques.
- The role of an equity advocate is to ensure the fair treatment of all candidates.

4.3 The search committee shall specify standardized procedures for screening applications:

- Use a scoring rubric to evaluate candidates against the required qualifications.
- Apply the same criteria consistently to each application, maintaining confidentiality and impartiality throughout.

4.4 The search committee may consider the option to engage a recruitment firm when the position requires specialized expertise or for roles with limited candidate pools.

## **5. Recruitment and Selection Criteria**

5.1 The search committee shall develop a recruitment plan outlining specific internal and external channels for reaching qualified candidates, including:

- University and CSU job portals and internal postings.
- Professional networks, associations, and higher education recruitment platforms.

- Targeted industry publications and diversity-focused job boards.
- Campus-wide communications to encourage internal applicants.

5.2 To promote diversity, equity, and inclusion in recruitment, the hiring process shall:

- Advertise in media and associations that serve underrepresented groups.
- Set targets for outreach to increase diversity in candidate pools.
- Measure recruitment effectiveness through detailed reporting on candidate demographics, applicant response rates, and documented success in attracting and including underrepresented populations. Periodic reviews shall assess compliance and outcomes.

5.3 To ensure transparency in the hiring budget, the Search Committee shall report to the Senate Executive Committee (SenEx) for level 3 and 4 MPP positions with a detailed breakdown of allocated funds for contractors and recruitment activities, including advertising, outreach initiatives, timeline, travel, receptions, and equity-focused strategies. Periodic audits shall be conducted to monitor adherence to budgetary guidelines and institutional priorities.

5.4 The position vacancy announcement shall include a job description and clear, role-specific qualifications based on required skills, competencies, and experience, including:

- Description of major responsibilities and specific duties.
- Minimum educational requirements (e.g., master's degree in a relevant field).
- Relevant professional certifications (e.g., Project Management Professional, Certified Public Accountant).
- Required years of experience in a similar role, specifying any management or leadership experience needed.

5.5 Selection criteria shall align with essential competencies and skills, such as:

- Technical expertise in financial management, project management, or team leadership.
- Leadership attributes, including effective communication, team building, and strategic planning skills.

- Commitment to diversity and inclusion, with demonstrable experience in fostering inclusive environments.

5.6 All qualifications and criteria shall be documented in the job description and screening materials to maintain consistency in evaluation.

## **6. Interview and Assessment**

6.1 Search committee shall develop an interview procedure to ensure a fair and thorough evaluation:

- Use a structured interview format with a pre-set list of questions to assess essential competencies and skills.
- A comprehensive list of interview questions and task-oriented prompts shall be submitted to Human Resources for approval.
- Interviewers should include all members of the search committee.

6.2 Search committee shall provide specific guidelines for candidate assessments, such as:

- A scoring rubric for assessment aligned with the job description qualifications and responsibilities.

## **7. Reference and Background Checks**

7.1 Search committee shall conduct a minimum of three reference checks for each final candidate to verify:

- Previous employment, including dates, role responsibilities, and overall performance.
- Professional competencies and ethical standards relevant to the position.
- Alignment with the university's values and standards for conduct.

7.2 Human Resources shall perform background checks including:

- Criminal record checks as legally permissible.
- Verification of educational credentials and employment history.



- Financial or credit checks relevant to the responsibilities of the role.
- Review of the candidate's background related to discrimination, including any involvement in Title IX cases, both as a respondent and in their handling of such cases under their leadership.

## **8. Offer and Negotiation**

8.1 Hiring authority shall provide candidates with a detailed employment offer, including:

- Base salary in line with internal pay structures and comparable external positions.
- Clear description of benefits, such as health insurance, retirement plans, and leave policies.
- Outline of role expectations, reporting structure, and initial objectives.

8.2 Hiring authority shall ensure transparency in salary negotiations, following the university's compensation guidelines and allowing for equity adjustments where applicable.

8.3 Hiring authority shall provide a defined timeline for offer acceptance and a clear process for negotiating terms within established university parameters.

## **9. Onboarding and Orientation**

9.1 Hiring authority shall facilitate a comprehensive onboarding program, which should include:

- An orientation to university policies, values, and culture.
- Department-specific training on key job responsibilities and expectations.
- Introduction to role-specific systems and tools required for job performance.

9.2 Hiring authority shall designate department contacts responsible for the new hire's orientation, providing support and mentorship during their transition.

9.3 Hiring authority shall outline an integration plan, with milestones for performance reviews, feedback sessions, and role-specific training.

## 10. Policy Review and Amendments

10.1 The Senate Executive Committee should schedule a review of this policy every five years to ensure that it remains aligned with best practices, legal requirements, and the university's evolving needs.

10.2 The Constitution and Bylaws Committee should solicit feedback from search committee members, Human Resources staff, new hires, and other interested parties to identify improvement areas and integrate suggestions.

10.3 All amendments shall undergo formal approval by the University Senate, and the President before implementation.

**Related Policies:** (if any; optional)

**Expiration Date:** (if any; optional)

**History** (required)

All changes must be listed chronologically in the format below, including all edits and reviews. Note when the policy name or number changes. Note if an edit or revision date is exclusively for the policy section or the procedure section:

Constitution and Bylaws:	02/18/2025
Reviewed by University Senate:	MM/DD/YYYY
Approved by Provost/President:	MM/DD/YYYY

*Template Updated: February 28, 2024*