

FOREWORD

The UM-St. Louis Search Process: Filling Academic and Administrative Vacancies Within the Academic Administration provides the process for implementing the University's policy of equal opportunity by fairly selecting persons to fill various academic (teaching, research and extension) and administrative positions.

This publication (herein referred to as the Academic Search Manual) was designed to be in compliance with the federal and state laws and regulations as well as the University of Missouri Collected Rules and Regulations that promulgate the policy and practice of equal opportunity. Specifically, the foregoing laws and policies prohibit employment practices which discriminate based upon age, color, disability, national origin, religion, race, sex or veteran status.

The Search Manual identifies the appropriate procedure to initiate action to fill various vacancies, provides the appropriate forms, records the reason(s) for nonselection (codes), advertisement/recruitment sources, equal opportunity/ affirmative action glossary, as well as when to request a waiver and other pertinent information. This manual supersedes any previous manual for selecting academic and administrative personnel. All information provided during the process should be as complete and accurate as possible.

A copy of the Search Manual should be maintained in each academic and administrative unit for immediate guidance/reference for each search committee that is formed.

The Academic Search Manual was prepared by the Office of Equal Opportunity with the active participation of an ad hoc committee of faculty and academic staff members and the academic officers. The OEO is most appreciative of the involvement of the persons who supported the preparation of this document. The Academic Search Manual will also be available on the World Wide Web at: www.umsl.edu/services/oeo.

If you have any questions, please call (314) 516-5695 or visit the Office of Equal Opportunity, 127 Woods Hall.