

FILLING PART-TIME ACADEMIC VACANCIES

The Office of Equal Opportunity (OEO) acknowledges the importance of the immediate availability of candidates to fill part-time vacancies. In a sufficient number of situations, there is not adequate "lead time" to utilize the normal recruitment process to fill a vacancy. Therefore, a process whereby part-time academic faculty maybe selected from an established pool, shall be utilized.

An established pool (from advertisements, referrals and unsolicited mail-ins, etc.) shall consist of a diverse (race, sex, etc.) listing of persons who have documented their willingness to be employed by a hiring unit by submitting a curriculum vitae, resume or other correspondence. Each hiring unit shall establish job-related selection criteria for placing an applicant into a pool.

Annually, at the end of each academic year, OEO shall review the roster (pool) of each hiring unit. The objective of the review is to confirm the diversity (African Americans, Asians, Hispanics, Native Americans, and women) of the pool and the degree to which the hiring unit has complied with the availability data for that discipline as presented in the current UM-St. Louis Affirmative Action Plan.

Candidates for part-time vacancies, including doctoral teaching assistants, may be chosen from an OEO-approved department pool of candidates that has been established by the hiring component. However, the normal recruitment process shall be used:

- a) *if there is adequate lead time;*
- b) *if the hiring unit desires or if OEO requests, or*
- c) *if OEO requests or*
- d) *the hiring unit does not have an established pool.*

The "Pool" Process

I. Hiring Unit

- A. Secures authorization for personnel action from the appropriate chair, dean/vice, Chancellor and the Chancellor.
- B. Reviews the current Affirmative Action Plan to be knowledgeable of the area(s) of underrepresentation of African Americans, other minorities (Hispanics, Asians, Native Americans) and women within the unit.
- C. Completes and submits Academic "Pool" Section Report and ADA Compliance forms to OEO.

II. Recruitment of Applicants for the Pool

- A. The office of the Vice Chancellor for Academic Affairs shall periodically advertise locally for part-time faculty to teach in various subject areas. Responses shall be forwarded to the appropriate college/school.
- B. Upon the receipt of a solicited or unsolicited curriculum vitae, the dean/chair shall ensure that the curriculum vitae is considered for the appropriate "pool."
 1. Acknowledges receipt of applicant's curriculum vitae by letter.
 2. Includes the applicant Equal Opportunity Profile card in the letter.
- C. A separate roster shall be established for doctoral teaching assistants and processed in the foregoing manner.

Note: The Dean of the Graduate School must approve any person who teaches a 400 graduate-level course.

III. ***Office of Equal Opportunity***

- A. Reviews annually each established "pool" for the inclusion and utilization of women, African Americans, Hispanics, Asians, and Native Americans.
- B. Processes above documents.