MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Warwick Arden, Executive Vice Chancellor and Provost
       Charles D. Leffler, Vice Chancellor for Finance and Business

RE: Advertising Requirements for Vacant Positions at NC State University

NC State University is committed to complying with Federal equal employment opportunity laws regarding the posting of vacant positions, which is reaffirmed in regard to recent federal legislation supporting employment opportunities for military veterans and individuals with disabilities. To that end, all vacant positions are required to be posted with the State’s Employment Security Commission (ESC). This includes all full-time, part-time, time-limited, and temporary faculty, staff, and post-doc vacancies, except:

- Executive and top management positions (those categorized in JCAT 100s)
- Positions filled exclusively within NC State University, including --
  - positions filled through internal-only postings (internal transfers);
  - positions filled by NC State University students, including federal work/study jobs and graduate assistanships; and
  - employment situations such as additional jobs, supplemental pay, and overload assignments for current employees
- Positions lasting three days or less
- Situations where recruitment is waived by the Office for Equal Opportunity (OEO) because there is not a true “vacancy,” such as the appointment of individuals specifically named in funded grant applications or individuals relocating to NC State University in conjunction with a newly-hired faculty member’s ongoing research project. Waivers for time-limited positions will not be provided by HR or OEO.

The posting requirements include all “direct-hire” temps (temps hired directly by an employing department). Vacant positions that are posted with Human Resources (HR) through the online
employment system meet the posting requirements, which links through UNC-GA to the State
ESC.

HR is working to develop a streamlined process for posting temporary positions through the
online job system, and additional information and guidance will be forthcoming from HR. In
the meantime, units wishing to fill vacant temporary positions are encouraged to utilize
University Targeted Staffing (UTS). UTS can coordinate the posting requirements and can assist
in expediting the temp search process.

Academic departments/colleges that might need to hire lecturers or similar non-tenure-track
faculty at the last minute due to higher-than-anticipated course demand should consider
publishing a generic posting each semester soliciting applications for possible vacancies by
discipline in order to expedite the hiring process. Several colleges currently use such a best
practice; for additional information contact Joanne Woodard, Vice Provost for Equal
Opportunity and Equity (joanne_woodard@ncsu.edu).

Questions regarding the posting requirements should be directed to Kathy Lambert, director, HR
Employment Services (kathy_lambert@ncsu.edu), or to Amy Grubbs, assistant director
(amy_grubbs@ncsu.edu).

This requirement is currently in effect, and your cooperation is appreciated to ensure that the
university complies with federal mandates.

Cc: Barbara Carroll, Associate Vice Chancellor for Human Resources
    Joanne Woodard, Vice Provost for Equal Opportunity & Equity
    Kathy Lambert, Director, HR Employment Services
    Amy Grubbs, Asst. Director, HR Employment Services