



## Lehigh University Human Resources Policy

Policy Number:	208
Effective Date:	5/1/1984
Revisions:	9/11/2008
Applicability:	All Faculty and Staff

### POSTING OF JOB VACANCY POLICY

#### **Purpose:**

Policy on advertising vacancies and when a department is exempt from internal positing of positions

#### **Policy:**

#### ***Introduction***

Lehigh University believes that career opportunities for employees who are ready, willing and able to expand the scope of their responsibilities and increase their contribution to their department, college and the university are an integral part of the *Staff Employment Value Strategy*. As a result, employees are provided the opportunity to review and apply for openings and are to be considered prior to interviewing external candidates.

#### ***Posting Requirements***

Lehigh requires posting of a *Notice of Job Vacancy* for all classified salaried staff position openings within the University for at least five working days before considering external candidates. Announcements of position openings through these notices provide employees with information about opportunities for promotion and transfer. The *Notice of Job Vacancy* includes a brief description of the duties and the minimum qualifications required. Employees interested in promotion, who have been in the current position for a period of six months or more, are encouraged to read these posted notices regularly and to contact the person listed on the *Notice of Job Vacancy* in order to submit an application or resume. Employees who desire assistance in career development may contact Human Resources. Additional information about Job Families, position accountabilities; skills, knowledge and experience; and success factors is available on the Campus Portal under the 'Employee' tab.

#### ***Exemptions***

In certain situations it may be appropriate to grant an exception to this policy. Request for exemptions from posting are granted after consultation with Human Resources and the appropriate vice president or dean.

Departmental Promotion/Transfer: If a classified exempt or nonexempt employee from the same department is promoted into the vacancy, the position does not have to be posted.

Candidate Pool from Recent Search: Candidates considered may only be those who are drawn from pools which have been developed as a result of prior advertisements, postings, and pre-screening, and contain a reasonable number of applicants from underrepresented groups. The search must have been conducted within the last three months. The request for exemption must show that the required posting and search procedures would create undue delays and/or financial hardship for the hiring department.

Higher Level Positions: Under certain conditions, higher level positions may be exempted from the posting requirements. The decision will be made at the VP level in consultation with *Associate Vice President for Human Resources*.

Reorganization Within the Department: Positions filled because of reorganization within the department resulting in better utilization of existing personnel.

***Posting Locations and Job Information***

*Notices of Job Vacancy* are available at the following locations:

- Human Resources Office
- World Wide Web (<http://cfl.cc.lehigh.edu/jobs/index.cfm>)

HR also sends notices of position vacancies to community based organizations.

**Keywords:** Posting, Vacancy, Applicants