



**EAST TENNESSEE STATE
U N I V E R S I T Y**

Advertising for and Hiring of Employees

Policy Name: Advertising for and Hiring of Employees

Policy Purpose

This policy specifies the advertising for and hiring of new East Tennessee State University (ETSU or University) employees.

Applicability

This policy applies to ETSU faculty and staff.

Responsible Official, Office, and Interpretation

The Assistant Vice President for Human Resources is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of Human Resources. The COO, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

N/A

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Policy

East Tennessee State University (ETSU) recognizes that its staff and the ability to attract and retain a talented and diverse workforce is fundamental to its success; therefore, it seeks to attract the most qualified and diverse workforce possible and will not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity/expression, age, genetic information, national origin, disability status, veteran status, or any other legally protected class.

Appropriate recruitment plans must include details for attracting and achieving an applicant pool that is talented, diverse, and inclusive.

Human Resources determines the appropriate method for advertising a position. Advertised positions will be posted on [eJobs](#) and other sites on which HR advertises. If departments/units wish to advertise on sites other than the ones funded by HR, that unit may do so at their expense.

Advertising and hiring workflow is built into the online system.

Support staff positions must be posted for a minimum of five (5) days; faculty and administrative positions must be posted for a minimum of fourteen (14) days. Postings close at 11:59 p.m. (Eastern Time) on the stated closing date, unless listed as open until filled.

Any person wishing to apply for an advertised position at ETSU will be afforded the opportunity to do so. Applications will only be accepted through the online applicant tracking system.

Human Resources will review the applicant pool prior to interviews to ensure EEO objectives have been considered.

If a search committee is convened, the committee membership should be diverse as appropriate for the particular position.

References will be checked before an offer of employment is made.

Waivers to this policy may only be granted by Human Resources.

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Formal offers of employment are made only in writing by the University President or designee.

Procedures

For procedures, please see: [Recruiting, Hiring, and Onboarding](#)

Applicable Forms and Websites

[Best practices](#) for recruiting are available on the Human Resources website.

Authority and Revisions

Authority: TCA § 49-8-203, et seq.

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.