

Policies of the University of North Texas	Chapter 05
05.028 Posting of Position Openings	Human Resources

Policy Statement. It is the policy of the University that all regular staff position openings be listed with and posted by the University Human Resources Department; and that they be left open for a minimum of five (5) working days from the date Human Resources posts them (see exceptions under items 3.3 and 3.4 below). Hourly student assistant positions, other than those involved in teaching, academic assistance, or research duties, must be listed with and posted by the Student Employment Office.

Application of Policy. All Staff

Definitions. N/A

Procedures and Responsibilities.

1. **Purpose:** To establish policy regarding the posting of all job openings to enhance and further the University's policy of nondiscrimination as an equal opportunity employer and to insure that the employment of staff personnel complies with federal and state employment laws and regulations.
2. **Policy:** It is the policy of the University that all regular staff position openings be listed with and posted by the University Human Resources Department; and that they be left open for a minimum of five (5) working days from the date Human Resources posts them (see exceptions under items 3.3 and 3.4 below). Hourly student assistant positions, other than those involved in teaching, academic assistance, or research duties, must be listed with and posted by the Student Employment Office.
3. **General:** Regular staff position openings shall be posted and processed in accordance with the policies and practices of the UNT Human Resources Department provided the President in coordination with the Human Resources Department may set up alternative procedures for certain senior administrative positions.
 - 3.1 An Employment Opportunities Bulletin of regular staff position openings (vacancies) will be prepared weekly and posted on the bulletin board outside the Human Resources Department (Room 130, Marquis Hall), on bulletin boards in various buildings throughout the campus, and electronically on the UNT Employment Web site. The list will also be sent weekly to appropriate recruitment organizations, agencies, institutions, etc. As required by State law (Texas Government Code 656.001 State Agency Employment Openings) the listing of employment openings will be sent to the Texas Workforce Commission. In some cases, position openings may be listed on-campus only and closed to all off-campus applicants.

The Employment Opportunities Bulletin, which is posted outside the Human Resources Department and the Employment Web Site, will be updated on a daily basis. All others will be updated weekly.

Individuals interested in a position listed on the Employment Opportunities Bulletin must make application for the position through the Human Resources Department.

3.2. Current job opportunities are also listed via the UNT Human Resources JOBS telephone line, which is updated weekly and provides information 24 hours a day.

3.3. Although all regular staff position openings must be listed with the Human Resources Department, a position does not have to be posted externally if the department head desires to promote or transfer a qualified individual within the department to the position, or to consider only internal candidates. In such cases, only an internal posting is required. The Human Resources Department will determine if an individual is qualified for the position before a commitment to transfer or promote an internal candidate may be made.

3.4. Technical or professional positions employed under externally sponsored projects may be excepted from posting in the Employment Opportunities Bulletin subject to the requirements as stated in Policy No. 05.024, "Employment: Staff Personnel", Item 5.

3.5. Hourly student assistant positions will be posted on the bulletin board in the Student Employment Office and on the UNT Student Employment Web site. These will be updated daily. Students interested in a student assistant position must make application for the position through the Student Employment Office.

References and Cross-references.

UNT Policy 05.024, Employment: Staff Personnel

Forms and Tools. N/A

Approved: 05/1983

Effective: 08/2003

Revised: 09/1994; 03/1999; 7/2003; 08/2003