

Regulations of Florida A&M University



10.105 Recruitment, Selection and Employment of University Faculty, Administrative and Professional, Executive Service, University Support Personnel System and Other Personal Services Employees.

(1) Generally.

(a) The Office of Human Resources (Human Resources) is responsible for the recruitment, examination, screening and selection for referral of all applicants for positions with the University. Human Resources shall make available to departments or units only those applicants who appear to meet the minimum qualifications for a vacancy and any special qualifications specific to the vacant position as outlined by the hiring department or unit. Educational qualifications and credentials, work experience, background check, fingerprinting and references must be verified as part of the job offering.

(b) Any person providing false or misleading information in order to meet the qualifications for a position shall be immediately dismissed for the position, if the person has been hired; or, the person shall be disqualified from any further consideration for the position in question.

(c) The President, or the President's designee, shall establish sanctions for the willful falsifications or willful nondisclosures related to job qualifications or responsibilities. The discipline imposed shall be based upon the circumstances.

(2) Announcement of Vacant Positions.

Human Resources will review and authorize job vacancy announcements and distribute such announcements to reach as diverse an applicant group as possible in accordance with all University policies.

(a) The University will announce all Faculty, A&P and USPS position vacancies for a minimum of seven (7) calendar days. The President, or the President's designee, will determine which positions have special advertising requirements to meet the

University Affirmative Action Plan or Equity Accountability Plan. The University President or designee may waive the announcement of a position when a waiver is in the best interest of the University.

(b) All applicants must meet the minimum qualifications listed in the University's class specifications and the additional competencies required for the specific position, unless a waiver has been requested and approved by the Office of Human Resources. The applicant must have education, training, and experience deemed to be equivalent and appropriate for a waiver to be approved. The applicant must also meet any occupational requirements or special qualifications established for the position. The University will determine the required level of education, training, and experience appropriate for a specific position.

(c) An applicant's consideration will be discontinued when it is determined that the applicant does not meet the minimum requirements, has falsified or failed to complete an application accurately, has an unsatisfactory employment record, has a criminal history related to the position for which the applicant has applied, or which may jeopardize the safety of students, faculty, staff, or the safekeeping of confidential records and university accounts.

(d) Any person who has been convicted of a felony involving the sale of or trafficking in, or conspiracy to sell or traffic in, a controlled substance as described in Chapter 893, F.S., is disqualified from employment unless conditions outlined in Section 775.16, F.S., are met. Failure to disclose such conviction is cause for dismissal.

(e) Employees hired into positions requiring random drug testing are subject to dismissal upon the return of positive test results.

(f) The University seeks to ensure the spoken English language competence of all prospective and current Faculty involved in classroom instruction, other than courses conducted primarily in a foreign language.

(3) **Appointments.**

(a) The President or President's designee shall have the authority to:

(1) Authorize and establish positions within the employee group classifications of Faculty, A & P and USPS. However, no position shall be filled until it has been

authorized and classified.

- (2) Hire Faculty, A & P and USPS employees in accordance with these provisions;
- (3) Assign Administrative and Professional positions to an appropriate pay range;
and
- (4) Reclassify current authorized and established positions.

(b) The offer of employment to a Faculty, Executive Service, A & P, or USPS employee shall be made by the President or President's designee.

(a) Appointments to the Executive Service, however, shall be made only by the President. The offer of employment to Faculty and A & P employees shall be made by means of a contract or appointment document, and conditioned on the return of a duly executed copy of the contract or written acceptance of the appointment by a specified date.

(b) Employees appointed to the Executive Service shall not have tenure and no expectation of appointment beyond a 60 days notice period. Executive Service positions shall be policy-making at the executive level and report directly to the President.

(c) OPS employees may be appointed to meet temporary or non-permanent employment needs. OPS employees have no right, interest or expectancy of continued employment. OPS employees shall not be assigned to a specific classification other than exempt (salaried) or non-exempt (hourly).

(d) The President or President's designee may for the best interest of the University, and at any time, assign a faculty to other institutional assignment(s). This change in assignment will take place only after consultation with the employee and the departments or other affected units. Regardless of the change in assignment, however, the University is committed to compensate the employee. Change in assignments in conjunction with a nonreappointment shall be made pursuant to Regulation 10.207.

(e) No appointment shall create any right, interest, or expectancy of continued employment. At any time during any appointment, faculty, A & P, and Executive Service employees may be non-renewed upon written notice in compliance with these regulations and consistent with any relevant collective bargaining agreement.

(4) **Appointment Modifiers.**

The University shall use the following appointment modifiers, which define the conditions of an employee's appointment. Such appointment modifiers apply to the appointment of a qualified employee unless otherwise stated. Appointments shall be made only to positions that have been established in accordance with the University's Classification Plan.

- a. Regular - A continuing appointment or an original temporary appointment, which may be followed by a continuing appointment. The appointment modifier is not included in the title.
- b. Acting/Interim - A limited time appointment to a position primarily assigned administrative duties until a regular appointment is made.
- c. Adjunct - An appointment paid from OPS. Adjunct appointments may not be for more than 50% of the time throughout an academic year or full-time for more than twenty-six weeks of a fiscal year, unless approved by the President. Such appointments are for temporary or part-time employment and the term of employment is only for the period specified in the offer.
- d. Permanent – The status earned in a class after successful completion of the designated probationary period where applicable.
- e. Visiting - An appointment of a person as a faculty member who have distinguished professional qualifications, when either the person or the position is not expected to be available for more than a limited period of time. No person shall be appointed to be visiting position beyond four (4) years.
- f. Joint - An appointment when the person is regularly participating in the teaching and/or graduate supervision responsibilities of more than one academic department/unit.
- g. Research - An appointment when the person is engaged primarily in research.
- h. Clinical - An appointment in conjunction with a professional position in a hospital or other clinical environment.
- i. Courtesy - An unpaid appointment which may include special academic privileges such as voting in departmental affairs. Persons appointed with this status may or may not be otherwise affiliated with the University.
- j. Honorary/Honoris Causa - An unpaid appointment of an individual having

distinction and honor in his/her field, but who does not possess the normal requirements for the position.

- k. Emeritus - An honorary title which may be conferred at retirement in recognition of distinguished service.
- l. Affiliate - An appointment when a person participates in some functions of other academic departments/units.
- m. Joint College - An appointment to a college/unit administered jointly by more than one university. Although appointed and employed by only one of the participating universities, each person so designated is considered an employee of the other participating universities for purposes of carrying out the teaching, research, and service responsibilities of the college/unit.
- n. Phased Retirement - An appointment under the provisions of the Phased Retirement Program.
- o. Regular - A continuing appointment after successful completion of the designated probationary period for the class.
- p. Probationary - An appointment to a position in a class for the designated period, where the employee meets the minimum qualifications for the position.
- q. Temporary - An appointment to provide a nonpermanent assignment to a vacant position; to replace an employee on leave, temporarily promoted or reassigned; or to overlap one employee with another for training purposes.
- r. Time-limited - An appointment to a position funded by contract and grant, auxiliaries, or local funds, as appropriate, for a particular project, enterprise, or specified period. Such designation must be made to the position at the time of recruitment. A time-limited position shall have the same rights as a position with a regular appointment modifier, except such position shall not have rights provided for layoff and recall.

(5) **Probationary Period for A&P and USPS employees.**

(a) The initial appointment for of a new employee to an A&P or a USPS position shall be for a probationary period of six (6) months, with the exception of employees in law enforcement positions who shall serve an initial twelve (12) month probationary period. During this probationary period, the appointment may be terminated at any time without any

requirements of notice and without any rights of appeal or access to any complaint procedure as provided in these regulations.

(b) Probationary employees are not eligible to apply for promotion or transfer until they have been employed continuously for 180 days.

Specific Authority 1001.74(4)FS. Law Implemented 1001.74(4), (19, 1001.75(3) FS. History—New 5-6-82, Amended 7-15-87, 6-27-96, 12-1-05, _____.