The objective of the job posting process is to openly and consistently communicate employment opportunities available at the University, resulting in high quality, diverse candidate pools.

### Job Posting Process

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsibility</th>
<th>Reference/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the position is a bargained-for position, refer to the appropriate contract for process activities.</td>
<td>FBS Client – Hiring Manager (See Appendix A)</td>
<td>For information on Unions and Contracts: <a href="http://www.hr.umich.edu/staffhr/unions.html">http://www.hr.umich.edu/staffhr/unions.html</a>.</td>
</tr>
<tr>
<td>If the position is a Regent-approved position, refer to the Regents Bylaws, and the Regents Communication Manual for process activities.</td>
<td>FBS Client – Hiring Manager (See Appendix A)</td>
<td>See Appendix B for a listing of positions that require Regental approval. Regents Bylaws can be found at: <a href="http://www.regents.umich.edu/bylaws/">http://www.regents.umich.edu/bylaws/</a>. Regents Communication Manual can be found at: <a href="http://www.hr.umich.edu/academic/manual/index.html">http://www.hr.umich.edu/academic/manual/index.html</a>.</td>
</tr>
<tr>
<td>Staff positions must typically be posted, and the posting must include: a description of the duties, qualifications necessary for success in the position, notation of essential functions of the position, and appropriate jobcode classification including exemption status. Consider whether or not the position should be posted as an underfill. The posting requirement can be waived if a qualified RIF candidate is identified to fill a regular (non-temporary) vacancy in a unit/department. In addition, staff members affected by layoff may be transferred to a position prior to posting the open position or after a position is posted but prior to considering non RIF bidders. Notify FBS of position details.</td>
<td>FBS Client – Hiring Manager (See Appendix A)</td>
<td><strong>SPG 201.22, Recruitment and Employment</strong> For information on job discrimination and job postings, refer to the document located on the Employee Search Resources page. For guidelines on waiving a posting, contact your University HR Rep. <strong>SPG 201.72, Reduction in Force</strong> Department resources concerning Reduction in Force can be accessed at <a href="http://www.umich.edu/~hraa/empserv/department/rif.html">http://www.umich.edu/~hraa/empserv/department/rif.html</a>. Review of the jobcode classification including exemption status should be done.</td>
</tr>
<tr>
<td>Task</td>
<td>Responsible Party</td>
<td>URL</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Provide comparative data to aid the department’s decision making for compensation and job code classification of proposed position including exemption status, if requested by department.</td>
<td>FBS</td>
<td></td>
</tr>
<tr>
<td>If the exemption status of the vacant position was previously classified as non-exempt and is now being classified as exempt, notify FBS which will contact Compensation and Classification. (URL, right.)</td>
<td>FBS Client – Hiring Manager (See Appendix A)</td>
<td><a href="https://hr.umich.edu/working-u-m/my-employment/compensation-classification/compensation-classification-tools-procedures">https://hr.umich.edu/working-u-m/my-employment/compensation-classification/compensation-classification-tools-procedures</a>.</td>
</tr>
<tr>
<td>If the funding source is a federal contract, or other contract including an e-verify clause, notify FBS, which will coordinate with the designated unit to determine if E-Verification is required.</td>
<td>FBS Client – Hiring Manager (See Appendix A)</td>
<td></td>
</tr>
<tr>
<td>If E-Verification is required, contact SSC to schedule the employee for an E-Verify meeting. All employees assigned to federal FAR E-Verify required contracts must be E-Verified within the time frames established by federal regulations: 3 days for new hires, 30 days for existing employees.</td>
<td>FBS Client – Hiring Manager (See Appendix A)</td>
<td>For more information on I-9 and E-Verify requirements, see: <a href="http://hr.umich.edu/working-u-m/management-administration/recruiting-employment-services/form-i-9-e-verify">http://hr.umich.edu/working-u-m/management-administration/recruiting-employment-services/form-i-9-e-verify</a>. An E-Verify checklist is available at: hr.umich.edu/sites/default/files/unitchecklist-everify.pdf.</td>
</tr>
<tr>
<td>Determine appropriate minimum or salary range to be included in the job opening in eRecruit. Proposed compensation and classification could be based on data provided by FBS and/or department’s compensation philosophy. It is not required to post a salary range.</td>
<td>FBS Client – Hiring Manager (See Appendix A)</td>
<td>For guidance on wage setting: <a href="http://www.umich.edu/~hraa/compclass/schedules/index.html">http://www.umich.edu/~hraa/compclass/schedules/index.html</a>. Review department’s Compensation Philosophy policy, if available.</td>
</tr>
<tr>
<td>NOTE: Clients may contact FBS to obtain data from Compensation and Classification.</td>
<td></td>
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</tr>
</tbody>
</table>
**Other Related Information:**

**Key Contacts:**

- Additional employment resources for departments can be found on the Recruiting and Employment Services website at [http://hr.umich.edu/emsperv/](http://hr.umich.edu/emsperv/) and My LINC eRecruit: User Resources.

- Contact SSC for eRecruit access question.

- For University HR assistance contact FBS.
Related Standard Practice Guides:

- In accordance with SPG 201.18, Employment of Non-U.S. Citizens, the International Center is responsible for the approval of all employment related visa application documents prior to submission to government agencies, and provides assistance to operating units in applying for proper employment related visa status for faculty and staff.

- In accordance with SPG 201.35, Non-Discrimination, the University, in its employment and human resource policies and practices, will not discriminate against any individual because of race, color, religion, creed, national origin or ancestry, age, marital status, sexual orientations, gender identity, gender expression, disability, special disabled veteran and Vietnam-era veteran status, and height or weight, except as allowed by the need for bona fide occupational qualifications. Reasonable accommodation will also be provided to persons with disabilities, to disabled veterans, and to accommodate religious practices.

- In accordance with SPG 201.46, Personnel Records - Collection, Retention and Release, the collection, availability and disclosure of the contents of personnel files is governed by regulations established by the University and applicable laws. The Faculty and Staff Records Office, the Medical Center Staff Records Office and the custodian of personnel files or records in various departments, schools, colleges or other University offices are subject to these regulations.

- Refer to SPG 604.01, Department Record Retention For Business and Financial Records, to determine the proper record retention period relating to the job posting process.

- To ensure the proper fiscally responsible internal controls are in place when paying faculty, staff and independent contractors, please refer to SPG 518.1, Payroll Controls.

Record of Revisions:

<table>
<thead>
<tr>
<th>Date of Issue</th>
<th>Description of Change</th>
<th>Page(s) Affected</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11/2007</td>
<td>Original template created</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>11/20/2008</td>
<td>Updated with SPG revisions and corrected links</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>1/26/2010</td>
<td>Updates made for FY2010 Certification (information on E-Verify)</td>
<td>1,2</td>
<td></td>
</tr>
<tr>
<td>6/18/2010</td>
<td>Updates made for FY2010 Certification (information on eRecruit)</td>
<td>All</td>
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</tr>
<tr>
<td>12/20/2010</td>
<td>1 update made for FY2011 Certification dealing with posting position as “underfill”</td>
<td>1</td>
<td></td>
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<tr>
<td>1/3/2012</td>
<td>Updates made for FY2012 Certification (guidance on job discrimination and E-Verify)</td>
<td>1,2</td>
<td></td>
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<tr>
<td>11/13/2012</td>
<td>2 minor update made for FY2013 (noted specific timeframes for e-Verify process; added course number)</td>
<td>2</td>
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<tr>
<td>10/4/16</td>
<td>Adopted “new” template for entire doc.</td>
<td>All</td>
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<tr>
<td>12/2016</td>
<td>Added Clarifying language and updated link</td>
<td>2,3</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Pages</td>
<td></td>
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<td>-----------------------------------------------------------------------------</td>
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<td></td>
</tr>
<tr>
<td>09/2017</td>
<td>Added updated URL for E-Verification, and detailed language on changing from non-exempt to exempt classification.</td>
<td>2,4</td>
<td></td>
</tr>
<tr>
<td>08/2018</td>
<td>Indicated changes to federal contracts and payroll before posting, URL for Recruitment and Employment updated.</td>
<td>2, 3</td>
<td></td>
</tr>
</tbody>
</table>

**Document Owner:** Fleming Business Services (FBS) supported departments and FBS  
**Administrative Owner:** FBS
Which personnel actions need Regental approval?
The Regents must approve the following academic personnel (and related) actions:

1. Hiring, appointing, promoting or transferring an individual into a position with one of the following titles. Note that this is not an all-inclusive list.

   Dean  
   Interim Dean  
   Assistant Dean  
   Associate Dean  
   Dean-Designate  
   Executive Associate Dean  
   Senior Associate Dean  
   Assistant Dean  
   President  
   Interim President  
   President Designate  
   Vice President  
   Executive Vice President  
   Deputy to the President  
   Associate Vice President  
   Assistant Vice President  
   Professor  
   Associate Professor  
   Provost  

   Associate Provost  
   Vice Provost  
   Assistant Provost  
   Chair  
   Interim Chair  
   Chancellor  
   Vice Chancellor  
   Associate Vice Chancellor  
   General Counsel  
   Executive Directors  
   Chief of Clinical Affairs  
   Secretary of the University  
   Secretary to the Faculty  
   University Librarian  
   Chief Investment Officer  
   Chief Health Officer  
   and  
   Director (of Regentally approved institutes, centers, libraries and athletics)

2. Promotions to associate professor and professor (outside of the annual promotion process in May) or promotion of academic administrative staff.

3. Transfer of tenure and titles.

4. Establishing, changing, or appointing an individual to a professorship.

5. Creating a new academic administrative position.

6. Leaves of absence beyond one year and/or extension of a leave of absence beyond one year.

7. When an action is an exception to a by law or policy regarding instructional appointments and the by law or policy requires Regental approval.
8. Establishing or changing titles of academic departments, institutes, centers and divisions also significant operational procedure changes (e.g., reorganization without a change in name).

9. Appointments of executive directors, directors, and chairs of the following units or departments:

- Admissions
- Astronomical Observatories
- Athletics
- Bentley Historical Library
- Biological Station
- Program in Biophysics
- Program on Organizational Studies
- Business Admin., Div. of Res.
- Museum of Anthropology
- Museum of Art
- Museum of Paleontology
- Museum of Zoology
- Program in Linguistics
- Division of Public Safety and Security
- Registration (Registrar)
- Residential College
- Schools and Colleges
- University Hospitals
- University of Michigan Press
- Center for the Study of Complex Systems
- Michigan Institute for Clinical and Health Research
- International Institute
- Kelsey Muesum of Archaeology
- Life Sciences Institute
- Mental Health Research Institute
- Military Officer Education (Air Force, Navy, Army)
- Cardiovascular Center
- Cancer Center
- Depression Center
- School of Kinesiology
- Exhibit Museum
- Geriatric Center
- Health Services
- Herbarium
- Institute for Social Research
- Joel D. Tauber Institute for Global Operations
- Institute for Research on Women and Gender
- William Clements Library

What do I need to submit to obtain Regental approval?
Please refer to the chart, Attachment I, of this guide. It sets out what is required for each different type of personnel action. It lists both the Regents Communication and the accompanying documents which are required. It also describes what documents are needed to execute the appointment once it has been approved by the Regents.