

Position Posting Guidelines for Regular Staff

GW is committed to hiring practices that are compliant and supportive of the university mission and of the career aspirations of staff where possible. The purpose of these guidelines is to provide clarity and guidance on how to administer various categories of hiring and to clarify when posting waivers are permissible. Governing GW Human Resources policies apply in all cases.

- I. **DEFAULT APPROACH.** The university's default approach for career opportunities is to post vacant positions for competitive recruitment. Postings may be advertised as either internal or external to GW.
- II. **POSTING STANDARDS.** All posted positions should satisfy the minimum standards established by Equal Employment Opportunity as follows:
 - A. Post for a minimum of three calendar days, and
 - B. Minimum of three qualified applicants in the pool, and
 - C. Identified candidates must satisfy the minimum qualifications for the job classification as it appeared in the posting to which they applied.
 - D. Postings that are internal only must be university-wide and follow the posting standards as outlined above.
 - E. The HR representative responsible for the positing will make determinations on whether posting standards are satisfied.

III. DEFINITIONS

- A. **External Candidates:** Individuals with no current employment relationship with GW, including temporary "wage" staff and student employees are also considered external candidates.
- B. **Internal Candidates:** Individuals currently employed in a role that is "regular" staff or "ColonialTemps" are considered internal candidates.

IV. EXTERNAL CANDIDATES

- A. **WAIVER OF POSTING.** In certain circumstances, GW will allow external candidates to be hired without a posting requirement. The approved exceptions are outlined below:
 - i. **Research:** if GW hires a researcher who brings grant funding to GW and
 1. as a condition of accepting the offer, has negotiated to bring select staff to GW as part of the research endeavor; or
 2. staff are explicitly named in a grant.
 - ii. **Critical Research Staff:** the identified candidate may be hired as a Post-Doctoral Scientist, Research Scientist, Senior Research Scientist or Lead Research Scientist if the candidate satisfies the minimum qualifications for the position. *Automatic waiver applies to this category.*
 - iii. **Current or Previous Search:** Within 90 days, a search was conducted for a regular position with the same classification and duties, the selected

candidate rescinds the job offer or resigns of their own volition and the identified individual was a finalist from the original search pool.

- iv. Select Staff Positions at the Executive Classification Level 3 (E3) or Above: Staff positions at the (E3) level or above who directly report to the Board of Trustees, the President of the university, or other top-level executive (E4) position within the university. The candidate must satisfy the minimum qualifications for the position. The following criteria may be considered for approval of an external candidate appointment:
 - 1. **Limited term** – engagement of an external candidate for a limited term not to exceed a 12 month period.
 - 2. **Direct** – the Board, the President or other university cabinet level official may make a direct appointment to an external candidate for positions at the level of E3 or above.

B. **APPROVAL AND IMPLEMENTATION AUTHORITY.** Office of Equal Employment Opportunity.

V. **ADMINISTRATIVE HIRING DECISIONS.** This category of exceptions to the hiring process recognizes other common situations where it benefits the institution to waive requirements for competitive recruitment.

A. **WAIVER OF POSTING.** For administrative hiring decisions affecting existing staff, the approved exceptions are authorized:

- i. Restoration of Funding: the person identified was previously employed in a term-limited, sponsored-program position, which was not renewed due solely to the lack of funds. This applies only if the funding is restored within 90 days, and if the employee would return to the same title and duties held prior to the non-renewal. In most cases, the employee would need to return to the same work unit.
- ii. Restoration of Work Authorization Status: In cases where a GW employee work authorization status lapses or is temporarily rescinded and the employee is able to restore authorization within 90 days. The employee will be eligible to return to his/her former position.
- iii. Select Staff Positions at the Executive Classification Level 3 (E3) or Above: Staff positions at the (E3) level or above who directly report to the Board of Trustees, the President of the university, or other top-level executive (E4) position within the university. The candidate must satisfy the minimum qualifications for the position. The following criteria may be considered for approval of an appointment of an existing staff:
 - 1. **Acting/Interim** – engagement of an existing staff member to temporarily perform duties classified at a higher level, on an acting basis. The acting appointment should not exceed a 12-month period.
 - 2. **Direct** – the Board, the President or other university cabinet level official may make a direct appointment of an existing staff to a position at the level of E3 or above.
- iv. Restructuring or Reorganization: This waiver exception is an option after business plans for reassignment to another department, division or school as part of an

organizational realignment, reorganization, or reduction-in-force are approved by Human Resources. As applicable, the following must be satisfied:

1. Existing staff meet minimum qualifications requirements for new positions.
2. New salaries are consistent with the university classification structure and evaluated according to qualifications.
3. The Office of Equal Employment Opportunity will conduct an adverse impact analysis, along with other statistical reviews, to assess if salary or title changes resulting from restructuring or reorganizations would impact negatively on any protected group.

B. **APPROVING AND IMPLEMENTATION AUTHORITY.** Office of Equal Employment Opportunity.

VI. TEMPORARY EMPLOYEES

- A. **CONVERSION FROM TEMPORARY TO REGULAR STATUS.** Under these guidelines, active temporary employees hired through ColonialTemps are treated as internal employees. If all of the following criteria are satisfied, ColonialTemps staff are eligible to be hired as a regular employee (“conversion”) without requiring a competitive recruitment. The ColonialTemp,
- i. must be sourced, screened and hired through ColoniaTemps, and
 - ii. has satisfactorily performed all job duties for a period not less than 3 months of full-time equivalent work, and
 - iii. will be converted to a regular employee in the same position as to which he/she was hired as a ColonialTemp.
- B. **EXTERNAL AGENCY OR WAGE HIRES.** Employees hired through external agencies or the wage hire process are ineligible for conversion to regular status under this option.
- C. **APPROVING AND IMPLEMENTATION AUTHORITY.** Office of Equal Employment Opportunity.

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