

University of Northern Colorado

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Article 6 of the University Regulations provides further guidance on Personnel matters. The Director of Human Resources is responsible for developing policies and processes to ensure compliance with Board Policy and University Regulations regarding hiring and compensating all employees. These administrative policies and processes, along with associated forms, provide more specific direction giving consideration to the current operating context and strategic needs.

UNC has 3 processes for filling approved positions, listed below in order of preference:

1. Search Committee Process
 - Preferred for most positions.
2. Independent Review Process
 - Appropriate for specialized positions with limited campus expertise to fill committee roles.
3. Direct Appointment Process
 - Direct appointments should be used rarely and only after careful consideration of alternate hiring options for permanent appointments into vacant positions. The appropriate Vice President must approve the use of the direct appointment.

When contemplating a direct appointment, the following questions must be considered:

- Is there an extenuating circumstance or exceptional situation that necessitates a direct appointment in lieu of a competitive selection process?
- Is the proposed appointee a current or recent UNC employee?
- Does the proposed appointee possess a unique skillset that cannot be filled by other employees?