

Applicant Pool for Emergency Hires and Short-Term Contracted Faculty

Each department/school should maintain a pool of applicants for replacement, emergency hire, and to meet equal employment objectives. Suggested procedures are below.

1. The pool may be used for emergency hires (when a vacancy occurs and the procedures described in this PPS would unduly delay the University's obligation to execute its teaching mission), and for filling short-term (one-semester or one-year) faculty vacancies.
2. A pool is acquired through:
 - a. Unsolicited letters of interest
 - b. Responses to advertising
 - c. Recommendations from the Chief Diversity Officer and Director, Equity and Access
 - d. Direct solicitation for applicants
 - e. Referrals from professional colleagues
3. To maintain the pool:

Send a letter to all applicants annually who were in the previous year's pool, requesting a response if they wish to remain in the active pool. If they do not respond in 3 weeks, they can be removed from the pool, and placed in an inactive file.
4. All letters of interest for faculty appointment will be stamped with the date they are received in the department/school.
5. As an anticipated or emergency vacancy occurs, all applicants in the pool at the time of the vacancy should be considered.
6. When an emergency vacancy occurs, the chair/director should send a memo via the Dean and the Chief Diversity Officer and Director, Equity and Access to the Provost requesting waiver of advertising and posting requirements. Explain the nature of the emergency, attach relevant documentation (such as the resignation letter), and attach the completed Faculty Applicant Log Form and other documents needed to hire as described in paragraph 40 of PPS 7.02.
7. When a short-term vacancy occurs, the departmental/school applicant pool should be reviewed.
8. Files in the pool should be reviewed annually. Applicants should be informed of the following:

- a. that the application will be considered only when the completed application form and any other pertinent information is received,
 - b. what the deadline date is for completing and returning the application materials,
 - c. that notice of changes of address or telephone must be furnished to the department/school, and if correspondence or a telephone call indicates applicant has moved without notifying the department/school of changes, the applicant's file may be removed, and
 - d. that the applicant's file will be removed from the pool annually unless the applicant responds to the annual notice with a request to keep the file active.
9. Applicant files should be kept in the departmental/school office for three years. Applications removed from the active file should be maintained in the inactive file for the duration.