Targeted Recruitment

USF celebrates diversity and inclusive excellence in alignment with our Principles of Community. We believe our future success as an institution requires that we attract and retain a diverse workforce. We are proud to be an equal opportunity workplace and an affirmative action employer. All job decisions at USF are made without regard to race, color, ethnicity, religion or belief, age, disability, sexual orientation, gender identity or any other status protected by the laws or regulations in the locations where we operate.

Purpose and Use of Targeted Recruitment:

There are times when there is a valid operational need that supports a variation from regular recruitment and hiring procedures. It is expected that all positions are to be filled only by full recruitment efforts unless an exception under the Targeted Recruitment procedure is requested and pre-approved. In all circumstances, the applicant for the position must be fully qualified for the position. Exceptions from full recruitment procedures are therefore permitted only with appropriate justification and when they are in the best interests of the university, as determined by the Central Human Resources (CHR) and the Hiring Authority, and in consultation with Office of General Counsel and/or the Office of Diversity, Inclusion and Equal Opportunity (DIEO), as needed.

There are two categories under the Targeted Recruitment Procedure:

1. Recruitments that will require the completion and approval of a Targeted Recruitment Form
2. Hires that are exempt and do not require the completion and approval of a Targeted Recruitment Form

Each targeted recruitment must be processed through Careers@USF before the hire. All education verifications, employment verifications, employment references, and all other recruitment information must be uploaded to the Activities and Attachment section of the job opening. All other University recruiting policies and procedures will still apply.

CHR reserves the right to request additional information to confirm the validity of the targeted recruitment.

CATEGORY 1: Criteria to Request a Targeted Recruitment

- **Athletic Department** (Athletic Director/Head Coach/Assistant Coach positions only). Restricted to applicants for these positions only.

- **Contract/Grant Requirement.** Pertains to the appointment of a non-tenure track individual or individuals specifically named in a grant award as Principal Investigator or supporting role(s) and paid any portion from the grant. (Attach portion of the grant naming the Principal Investigator and/or supporting roles to the form).

- **Dual Career Spouse/Partner.** Pertains to identifying employment opportunities outside of the competitive recruitment process and matches well-qualified prospective employee with identified University needs. A dual career appointment must be included in the written offer of the applicant who underwent the normal recruitment procedure or included in the letter of retention agreement for any current employee the University wishes to retain. All individuals hired under the dual career provision must be fully qualified for the identified position.
- **Acting/Interim.** Pertains to individuals who are hired to fill a position on a temporary basis not to exceed two (2) years. Acting roles are used only if the regular incumbent will return to their position within two (2) years. Interim roles are used only to fill voids while a full recruitment and search is underway.

- **Critical Team Member.** Pertains to individuals hired to accompany other faculty. Documentation must be presented naming these individuals as part of the faculty offer letter.

- **Emergency Faculty/Administration/Staff Hires.** Pertains to faculty administration, and staff hired in emergencies not to exceed one (1) year for purposes such as: unanticipated teaching demand or sudden departure of faculty/staff or administrator. Requires evidence of urgency such as: enrollment data, letter of resignation, emergency leave etc. Most commonly used for visiting instructors. **Emergency Faculty/Administration/Staff Hires cannot be requested more than 60 days prior to the proposed start date.** Note that Emergency Faculty/Administration/Staff Hires cannot be extended beyond the first year. **Therefore, within a year of an Emergency Faculty/Administration/Staff Hire, a search must be completed.**

- **Prominent Scholar.** Pertains to faculty hired due to their prominent status in their respective fields not to exceed one year. Faculty hired in this category are typically funded by the foundation or other approved budget for this purpose only.

- **World Class Scholar.** Pertains to a scholar or faculty hired due to the individual’s prominent status in their respective fields and whose impact, research, or contributions are anticipated to elevate the University's prominence or status, consistent with Florida Statute 1004.6497.

- **Target of Opportunity Hire.** Pertains to faculty, administration or staff who possess special, unique, or scarce skills, knowledge and/or abilities, or who otherwise promote USF’s institutional core commitment to diversity, equity, and inclusion. **Utilization of this category will be strongly limited and closely scrutinized by the Provost, CHR, AVP, and DIEO.**

- **J-1 Exchange Visitor Program (Visiting Scholar).** Pertains to qualified international faculty, professors, research scholars, specialists and other professionals who come to the United States to participate in educational and cultural programs, not employment. The individual must be sponsored by USF, be able to obtain a J-1 visa, and demonstrate adequate financial support for all living expenses.

- **UMSA-USF Reassignment.** Pertains to an eligible UMSA employee reassignment to USF with the same job duties and same pay.

The following process must be followed:

- Each request must be submitted on the approved Targeted Recruitment Form.
- In determining the appropriateness of the request, ensure the approved criteria is met.
- When hiring foreign nationals, additional requirements may apply. Be sure to check with CHR for the most current regulations.
- **No verbal or written offers can be extended to any desired applicant unless all approvals are obtained.**
CATEGORY 2: Hires that are exempt and do not require the approval of a Targeted Recruitment Form

Criteria for Exemption:

**Administration/Staff/Temporary (non-Faculty) Appointments:**

- **Legal Considerations.** Pertains to positions being filled by individuals identified due to settlement of litigation, grievance and/or arbitration.

- **Part-Time Temporary.** Pertains to individuals employed as a result of temporary department needs. The appointment will not exceed 20 hours per week and 12 months in duration.

- **Recall Rights.** Pertains to any individual who is being rehired following a layoff and who has recall rights as stipulated in the collective bargaining agreement. Under certain circumstances, may also pertain to an individual who is being rehired following a pandemic related non-reappointment.

- **Short Duration.** Pertains to those positions being filled by individuals whereby their total duration of employment does not exceed 16 weeks during a 12-month period. Each short duration appointment is limited to two periods of continuous employment in the 12-month period.

- **Standardized Patient Program.** Pertains to individuals selected, hired and trained to simulate specific conditions, as well as individuals with pre-determined medical complaints or disease states to be used for the purpose of allowing medical students to develop, practice and enhance their clinical and interpersonal skills in a hospital and/or clinical setting.

**Faculty Appointments (USF and USF Health):**

- **Adjunct (Academic Affairs):** Pertains to individuals contracted to teach courses on a temporary, part-time basis only. Single semester commitment.

- **Adjunct Faculty USF Health:** Pertains to faculty contracted on a temporary basis for up to one (1) year to teach courses, provide patient care, participate in research, or any other strategic initiatives requiring specialized expertise within an USF Health College.

- **Courtesy and Non-Compensated Faculty Appointments.** Pertains to faculty hired from other institutions. For USF Health, may include physicians in the community or on staff, physicians from affiliated hospitals (TGH, JAHVA, BPVA, Shriner’s All Children’s HCA, Moffitt, and LVHN). Requires Chair, Dean and Provost/ Regional Vice Chancellor (USF) / SVP of Health (USF Health) approvals.

- **Post-docs.** Pertains to individuals doing post-doctoral research under a faculty mentor at USF, 5-year limit.

- **Hospital Linked Hire.** Pertains to faculty hired by the hospital in which they are contracted with. A signed contract must be completed between the hospital and USF Health.

- **Veterans Administration (VA) Linked Hire.** Pertains to faculty hired by a VA Hospital, and who are transferring to either the JAHVA or BPVA from another VA Hospital and academic medical center. Must be approved by the SVP of Health and the VA Hospital to which they are transferring.

- **Legal Considerations.** Pertains to positions being filled by individuals identified due to settlement of litigation, grievance and/or arbitration.

**Student Appointments:**

- **Graduate Assistant (GA).** Pertains to individuals who are graduate students enrolled in a graduate program operated by the hiring unit/department. A GA may also be a Teaching Assistant (TA) or a Research Assistant (RA).
• **Medical Residents.** Pertains to medical school residents and fellows (trainees) who are hired through a match process.

• **Student Assistants.** Pertains to actively enrolled USF students and are hired for a student assistant position.

• **FWS Student Positions.** Pertains to actively enrolled USF students who fill a student position and are being paid through Federal Work Study (FWS) funds.

**Other:**

• **High School Student Internship Programs.** Pertains to local high school students in programs which offer employment experience (i.e. Gamma Xi Boule, etc.)

• **Presenter/Speakers.** Pertains to individuals employed as a result of short-term contractual obligations (i.e. AP Summer Institute, etc.), and does not to exceed ten (10) days within a twelve (12) month period.

**Targeted Recruitment Roles:**

**Hiring Department Representative (HDR).** The individual responsible for the recruitment and hiring functions for a department, college and/or division.

**Hiring Authority.** The individual who has been given authority to approve recruitment and hiring actions for a department, college, and/or division.

**Regional Vice Chancellor.** Approves all regional campus faculty hires prior to the Vice Provost for Academic Labor Relations/Senior Associate Vice President, USF Health.

**Vice Provost for Academic Labor Relations/Senior Associate Vice President, USF Health.** Either the Vice Provost for Academic Labor Relations (Academic Affairs) or the Senior Associate Vice President (USF Health) is responsible for reviewing the Targeted Recruitment requests for Faculty positions and determining if all criteria are met prior to approving.

**Central Human Resources (CHR).** The Talent Acquisition Senior Human Resources Business Partner within CHR is responsible for reviewing the Targeted Recruitment requests for non-Faculty positions and determining if all criteria are met prior to submission to DIEO for approval. For Branch Campus non-faculty hires a campus designee will be responsible for review.

**Diversity, Inclusion and Equal Opportunity (DIEO).** DIEO is responsible for reviewing the Targeted Recruitment requests for Faculty/Staff positions and determining if all criteria are met prior to approving.

**Targeted Recruitment Process:**

**Category 1:** Recruitments that will require the completion and approval of a *Targeted Recruitment Form*

1. The HDR completes the Targeted Recruitment Forms and assembles required documentation:
   a. Attach in the following order:
      i. Fill in section III of the Targeted Recruitment Request Form justifying the hire and attach any additional information.
Targeted Recruitment Procedure

1. HDR submits targeted recruitment form and supporting documentation to the Hiring Authority for review and approval.
2. If a faculty hire: If the hire is for a branch campus it must first be approved by the appropriate regional vice-chancellor. Then HDR submits the targeted recruitment form and supporting documentation to the Office of Vice Provost for Academic Labor Relations (Academic Affairs) or the Senior Associate Vice President (USF Health) for review and approval.
3. If a non-faculty hire, the form goes directly to the Central Human Resources office or branch campus HR designee for approval.
4. HDR submits targeted recruitment form and supporting documentation to the Hiring Authority for review and approval.
5. DIEO reviews Targeted Recruitment requests and determines if all criteria are met.
6. If approved, complete the Targeted Recruitment request in Careers@USF. Ensure the Targeted Recruitment form is uploaded in Careers@USF and email the link to the applicant.
7. Ensure the applicant completes the employment application and upload any required documents (e.g. reference checks, employment verification).
8. Accurately disposition the applicant through all required steps in Careers@USF. This must be completed before the position can be closed and the individual starts employment.
9. Ensure the background check is completed and approved by CHR prior to the individual’s first day of employment.
10. If the Targeted Recruitment request is denied at any step above, the department must complete a full recruitment and search prior to filling the position.

Category 2: Hires are exempt and do not require the completion and approval of a Targeted Recruitment Form

The HDR is responsible for the recruitment and hiring functions for a department, college and/or division. Responsible for the following:

1. Create a Targeted Recruitment in Careers@USF and email the link to the applicant.
2. Ensure the applicant completes the employment application and uploads any required documents (e.g. reference checks, employment verifications).
3. Accurately disposition the applicant through all required steps in Careers@USF. This must be completed before the job offer is approved.
4. Individuals hired as presenter/speakers in continuing education-type programs of short duration [not to exceed ten (10) days within a twelve (12) month period] are exempt from the usual requirement of obtaining employment reference checks, employment verifications, and education verifications, unless such documentation is specifically required by the USF department administering the continuing education program at issue.
5. Ensure the background check is completed and approved prior to the individual’s first day of employment.

CHR is responsible for reviewing all Targeted Recruitment requests will determine if all criteria are met prior to approving, and is responsible for the following:

1. If applicable, instruct the HDR to complete a Target Recruitment request in Careers@USF.
2. Ensure the applicant completes the employment application and upload any required documents (e.g. reference checks, employment verifications).
3. Ensure the HDR has completed all required dispositioning prior to approving the hire in Careers@USF.
4. If applicable, complete the background check, and communicate to the HDR when the employee is eligible to begin employment. If CHR is not responsible for processing the background check, review the results once complete and determine if the applicant is eligible for employment.

**Targeted Recruitment Category One Visual Overview**

- HDR fills out targeted recruitment form and assembles required supporting documentation.  
- HDR submits targeted recruitment form and supporting documentation to Hiring Authority for review and approval.  
- Faculty
  - If approved and applicable, HDR submits targeted recruitment form and supporting documentation to the appropriate regional vice-chancellor.

Faculty Continued
- If approved and applicable, HDR submits targeted recruitment form to the Office of Vice Provost for Academic Labor Relations or the Senior Associate Vice President (USF Health) for review and approval.

Administration, Staff, and Temp
- If approved, HDR submits targeted recruitment form and supporting documentation to CHR (Talent Acquisition Sr. HR Business Partner) or branch campus HR designee, via DocuSign, for review and approval.

If the targeted recruitment request does not meet the criteria, it is rejected by either CHR (for non-faculty) or the Office of the Vice Provost for Academic Labor Relations (faculty). To proceed with hire, the originating unit must proceed with the regular recruitment.

- HDR will email the applicant the link to targeted recruitment job opening.

If targeted recruitment is approved, the HDR submits a Targeted Recruitment job opening in Careers@USF, and ensures the Targeted Recruitment form is uploaded.

HDR ensures the applicant completes the employment application and submits any required documents (e.g. reference checks, employment verification) to CHR.

HDR ensures accurate disposition of the applicant through all required steps in Careers@USF. This must be completed before the position can be closed and the individual starts employment.

HDR ensures background check is completed and approved by CHR prior to the individual's first day of employment.