

Office for Equal Opportunity & Civil Rights Training and Posting Requirements for Faculty and Staff Positions

Type of Position	Training Requirements			Minimum Posting Periods (By Calendar Days)	
	EOCR's University Staff Hiring Official	EOCR's Search Committee	Provost's Faculty Committee Tutorial	External	Underutilized
University Staff: Operational & Administrative (O&A) and Managerial & Professional (M&P)	✓	✓*		5	10
University Staff: Executive & Senior Administrative	✓	✓		21	30
Professional Research Staff (PRS)		✓		21	30
Professional Research Staff: Research Associate or Post Doc (only)		✓*		10	
Faculty: Administrative & Professional (A&P)		✓	✓*	21	30
Faculty: Teaching & Research (T&R)		✓	✓*	21	30
Faculty Wage		✓*		10	

Operational & Administrative (O&A) and Managerial & Professional (M&P):

- All hiring officials must complete the University Staff Hiring Official training prior to posting a position.
- * A hiring official may appoint a search committee to assist in recruiting and evaluating applicants. If a search committee is appointed all members must complete EOP's Search Committee Training prior to posting of position.

University Staff: Executive and Senior Administrative Positions:

- All hiring officials must complete the University Staff Hiring Official training prior to posting a position.
- Search Committee members appointed to assist in recruiting and evaluating applicants for positions in these categories must complete EOP's Search Committee training prior to posting of position.

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Professional Research Staff Positions:

- Search Committee members appointed to assist in recruiting and evaluating applicants for positions in these categories must complete EOP's Search Committee training prior to posting of position.

Professional Research Staff Positions – Research Associate only:

- Individual with hiring authority must complete EOP's Search Committee training prior to posting of position.
- Research Associate positions only require a minimum of one who has hiring authority.
- * *If a search committee is appointed, all members are required to complete EOP's Search Committee training prior to posting of position.*

Faculty: A&P and T&R Positions:

- Faculty appointed to serve on Faculty Search Committees must complete EOP's Search Committee training prior to serving on the search committee.
- * *If a faculty position is tenured or tenure-track, search committee members must complete the Provost's Tutorial.*

Faculty Wage Positions:

- Individual with hiring authority must complete EOP's Search Committee training prior to posting of position.
- Faculty Wage positions only require a minimum of one who has hiring authority.
- * *If a search committee is appointed, all members are required to complete EOP's Search Committee training prior to posting of position.*