



University of Pittsburgh Staff Recruitment Policy Committee Charter

I. Preamble

This body is called the Staff Recruitment Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor for Business and Operations (SVC-BO) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of proposing a new or updated University Policy (or Policies), and supporting documents, that governs the recruitment of staff, temporary employees, and student employees.

III. Background

Currently, the University's rules and processes surrounding the recruitment of staff is provided across three separate policies: ER 12 Recruitment Requests: Staff Positions; ER 16 Temporary Staff Recruitment/Oakland Campus; and ER 17 Temporary Staff Recruitment/Regional Campuses all of which have not been updated in several years. In order to provide consistent and quality services that reflect best practices in how to recruit for positions in higher education, align with the staffing needs of the University, and incorporate the Office of Human Resources' practices, these policies need to be reviewed, updated, and potentially consolidated.

By reviewing and updating these policies, the University also hopes to identify and create a policy that will address any hiring biases that impact staff diversity as well as provide a structured and consistent approach to all staff recruitments. To do so, the updated policy should set requirements for and serve as guidance to the University's hiring managers and employees involved in the recruitment process regarding the different roles, responsibilities, and timelines that apply.

IV. Scope and Authority

The Committee will recommend a revised or new University Policy (or Policies), and supplemental documents (e.g., guidelines and procedures), which will govern the recruitment of

staff, temporary employees, and student employees by the University. In doing so, the Committee's deliberations must address the following topics:

- **Procedures and Standards.** Identify, revise and develop procedures, standards, and processes associated with recruiting staff, temporary employees, and student employees at the University in support of any new or updated Policy (or Policies), including those necessary to address the Office of Human Resource's (OHR) Applicant Tracking System (ATS).
- **Compliance.** Address all statutory and regulatory requirements relevant to the hiring of employees (e.g., U.S. Equal Employment Opportunity Commission regulations).
- **Clarity.** Ensure any new or updated Policy (or Policies), and any associated procedures and guidelines, describe the requirements and guidelines in a way that can be understood by the University community, including hiring managers, current employees, and potential employees.
- **Policy Consolidation.** Consider whether one University Policy can accommodate and address all applicable requirements, or if more than one University Policy is needed to govern the University's recruitment process.
- **Equity, Diversity, and Inclusion.** Incorporate requirements and guidance that will allow the University's recruitment process to sufficiently support the Plan for Pitt's goal of promoting equity, diversity, and inclusion among its employees.
- **Roles and responsibilities.** Identify and establish roles and responsibilities related to the hiring process, including clarifying where OHR has the responsibility and where units must or should take action.

V. Responsibilities

As provided above, the Committee is created to propose a new or updated University Policy (or Policies), and its supplemental documents (e.g., guidelines and procedures), on recruitment of staff, temporary employees, and student employees. To perform this function, the Committee has the responsibility to:

- Review and consider current University Policies ER 12, ER 16, and ER 17, as well as any supplemental material developed to implement these policies;
- Research and discuss best practices for recruitment, including a benchmarking of peer universities' respective policies;
- In accordance with the terms of this Charter, consult with Directors of Administration for their feedback on the current recruitment process and proposed changes under consideration by the Committee;

- Incorporate or address applicable federal, state, and local laws and regulations in the proposed new or updated Policy (or Policies) and associated procedure(s);
- Recommend a new or updated draft Policy (or Policies) for review pursuant to the process described in Section VIII below and consider feedback received during that review.
- Recommend a draft procedure (or procedures) needed for the effective and efficient implementation of the new or updated Policy (or Policies).

It is expected that the Committee will work in confidence to have full and frank discussion of all options. Individual members should maintain the deliberations of the Committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee, at the direction of the SVC-BO, will be chaired by **Lisa Garland**, Director of Talent Acquisition. The Committee will include the following members:

1. **Aynsley Jimenez**, Compliance Specialist, Human Resources
2. **Cheryl Ruffin**, Institutional Equity Manager, Office of Equity, Diversity, and Inclusion
3. **Jason Killmeyer**, Director, Human Resources Information Systems
4. **Wendy Meyers**, Executive Associate Athletic Director, Human Resources and Sports Administration
5. **Shari Manges**, Senior Director of Administration, Office of the Senior Vice Chancellor for Research
6. **Maureen Lazar**, Director of Workforce Development, Kenneth P. Dietrich School of Arts and Sciences
7. **Susan Stokes**, Director of Health Sciences Administration
8. **Monika Losagio**, Staff Council Vice President of Finance and Administrator in the Kenneth P. Dietrich School of Arts and Sciences.

Tom Youngs, Director of Purchasing Services, will support the Committee, specifically assisting with professional services and temporary staffing contract discussions.

Eric Crossman, Associate Legal Counsel, will support the Committee on behalf of the Office of University Counsel.

Anthony Graham, Senior Policy Specialist, will help facilitate and support the Committee's work on behalf of the Office of Policy Development and Management.

VII. Operations

The Committee will meet once per month or more frequently as circumstances dictate, until the work set forth above is complete. The Committee's proposed new or updated Policy (or Policies), and supporting documents (e.g., guidelines and procedures), on recruitment of staff, temporary employees, and student employees will be submitted to the SVC-BO no later than the end of Fall 2023. The SVC-BO may ask for interim status reports.

After the SVC-BO's review is complete, the draft new or updated Policy (or Policies) will be submitted to the Office of Policy Development and Management (Policy Office) to coordinate its review consistent with Policy AO 01.

VIII. Proposed Policy Review Process

The review process for the Committee's recommended new or updated Policy (or Policies) will include:

- University comment period;
- Council of Deans;
- Staff Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete, the proposed new or updated Policy (or Policies) will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy (or Policies) that governs recruitment of staff, temporary employees, and student employees, unless otherwise directed by the Chancellor.