



The American University of Kurdistan Hiring Policy

Policy Number: HR004
Effective Date: June 6, 2022

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose of this policy is to provide institutional procedures for hiring.
- c. **Scope:** This policy applies to prospective AUK employees.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Vice President for Administration and Finance
- b. **Responsible Administrator:** Director of HR
- c. **Responsible Office:** Office of HR
- d. **Policy Contact:** Director of HR

III. POLICY STATEMENT

It is the aim of AUK to hire the best qualified candidates for all faculty and staff positions. The following standards and procedures are to be implemented in all hirings.

IV. GUIDELINES FOR SEARCHES

- All positions will be publically advertised on the AUK website, and when appropriate, on international websites and social media.
- All applications submitted for an advertised position shall be fairly and equitably assessed.
- All applications will be treated in strict confidence; any leakage of information regarding the applicant pool or status of interviewed candidates by any AUK employee will result in appropriate disciplinary actions.
- Current employees can apply for advertised positions if s/he has spent at least one year at AUK in their current position.
- AUK will not hire a former employee if terminated for misconduct.

V. PROCEDURES FOR SEARCHES

- The Director/Dean/VP will identify the need to hire and present a proposal to the President; this should include a draft of the position listing including the duties/responsibilities commensurate with the position.
- If approved, the President and respective VP will identify a search committee; for academic searches, members should include the Provost, Dean, and Department Chair; other faculty may serve on the committee. For staff and administrative searches, members of the search committee could be from within the unit conducting the hiring plus staff from other units who will work with the new hire; generally, search committees should have at least three members.
- With the President's approval, the position listing will be further developed with the OHR for proper formatting and ensuring that all information regarding the position, rank, duties, etc. are properly listed.
- As per the position, the OHR will recommend venues for the publication of the position listing.
- Applications and the requested documentation will be accepted via the AUK online portal titled "Employment" (<https://auk.edu.krd/employment-opportunities/>); applications will not be accepted by personal email or any other venue.
- On a weekly basis, the OHR will send the received applications to the members of the search committee for periodic review.
- The selection process should include the serious and judicious assessment (including interviews) of at least three qualified candidates; exceptions are allowable when the required candidate profile is specialized; please see the Recruitment Manual (web link) for details.
- The search committee will provide OHR with the top candidates to be interviewed; there may be more than one interview – an initial screening conducted by OHR, a second conducted by the search committee.

- Depending on the position, candidates may be asked to take a competency test in an area directly related to the position’s duties/responsibilities.
- The search committee will rank the top candidates and submit their recommendation to the respective VP; in the absence of a VP overseeing that unit, the recommendation will go to the President.
- The VP will confer with the President who will inform the OHR of the candidate to be hired, along with position title, salary, and length of contract.
- The OHR ensures that the employment offer is prepared according to the internal salary range for that position title; if the salary cited by the President and VP is outside of the current range; the OHR schedules a meeting with the President and VP to discuss; under certain circumstances, exceptions to the salary range will be made.
- The final offer letter is sent to the candidate for their signature.

VI. THE ROLE OF THE OFFICE OF HUMAN RESOURCES (OHR)

- The OHR is responsible for identifying appropriate websites and other venues for the advertisement of positions.
- The OHR formats the position listing for posting on the respective websites and other venues and ensures its publication; when a fee is required, the OHR will handle the payment and processing.
- The OHR is the only party who has the authority to communicate information regarding the search process to candidates.
- The files of all applicants (selected and rejected) shall be kept for at least two years in an electronic format; the OHR will keep the names and contact information for the pool of strong candidates who may be contacted when other positions become available.

VII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** June 6, 2022