

PERSONNEL, NEBRASKA STATE COLLEGES

POLICY: 5022 Intercampus Hiring Procedures

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BOARD POLICY

The Board recognizes that there will, on occasion, be instances in which staff members from one of the State College campuses or the System Office will be recruited for and/or express an interest in a position on another campus within the System or in the System Office.

PROCEDURE

In order to ensure that any such intercampus hiring of staff takes into account the needs of the total System, the following procedures will be utilized in all instances in which staff from one campus are to be employed by another campus:

1. Prior to the extension of an offer of employment to a staff member currently holding an appointment at another unit within the State College System, the President, or designee, of the unit extending the offer shall contact the appropriate President, or designee, of the unit with which the staff member is currently associated.
2. In concert with the deans or departmental chairs, or appropriate supervisory personnel, affected by the move, the appropriate administrative officer shall take all steps necessary to ensure that the instruction, research, and/or service needs of the sending unit will be met during the transition period.