

University of Illinois at Chicago Policy and Criteria For the Use of Search Firms

In accordance with Illinois law, 110 ILCS 305/80, the use of search firms is prohibited except in the case of a Presidential search or where the President and Board of Trustees can demonstrate a justifiable need for guidance from an individual or firm with specific expertise in the field of the hiring.

Beginning July 1, 2013, requests for the use of a search firm must conform to one (or more) of the following **criteria**:

- Search for the President of the University;
- When the position is at a level of seniority that requires strict confidentiality in the initial stages and a level of interaction with potential candidates is required that current staff cannot appropriately provide;
- When the position requires extensive recruiting and networking due to a highly competitive market, as well as to create a diverse candidate pool;
- When the potential candidates are in a specialized function outside traditional areas of higher education.

The process to request a search firm for the UIC campus is as follows:

1. All requests must be in writing and include the following information:

- The name of the College and Unit conducting the search.
- The title of the position to be filled.
- The name of the search firm requested.
- A detailed report explaining how the request is justified in light of the qualifying factors set forth above.

2. Requests must be routed as follows:

- Colleges and academic units must submit their requests to the Provost for approval prior to submission to the Chancellor.
- Administrative units must submit their requests to the relevant Vice Chancellor for approval prior to submission to the Chancellor.
- The hospital must submit their requests to the Vice Chancellor for Health Affairs for approval prior to submission to the Chancellor.
- The Provost or relevant Vice Chancellor shall email his or her approval and the information required above to the Associate Chancellor/Chief of Staffⁱ who facilitate the Chancellor's review.
- Once the Chancellor approves the search firm request, the Chancellor will forward the request to the President for final approval.

3. If the search firm request is approved by the President:

- ***Search firms may only be engaged after the campus/department receives final written approval from the President as is required by law.***
- The Provost or relevant Vice Chancellor shall provide a copy of the President's approval and contract/agreement with the Search Firm to the Chancellor.ⁱⁱ

This policy is in addition to and does not supersede requirements set forth by the Office of Business and Financial Services.

ⁱ The request must also be sent to the Office for Access and Equity (OAE) for tracking purposes only.

ⁱⁱ A copy of the President's approval and contract/agreement with the Search Firm shall be copied to OAE for tracking purposes only.