HIRING OFFICER FACT SHEET

As a federal contractor, UIC is prohibited from discrimination and required to take affirmative action to ensure equal opportunities for employment, without regard to race, color, religion, sex, national origin, disability, orientation, gender identity or status as a Vietnam era or special veteran. These regulatory requirements are enforced by the Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP). The OFCCP enforces Executive Order 11246; Section 503 of the Rehabilitation Act of 1973; and the affirmative action provisions of Section 4212 of the Vietnam Era Veterans’ Readjustment Assistance Act. As such, the Office for Access and Equity (OAE) monitors compliance of OFCCP regulations in UIC’s Academic Hiring process. This includes, but not limited to, monitoring Equal Employment Opportunity and Affirmative Action through the review and approval of searches, management of recruitment plans to attract applicants from under-represented groups and analysis of employment data to monitor the fulfillment of Affirmative Actions obligations.

**People**

The Hiring Officer is the individual to whom the Search Committee forwards finalist recommendations and to whom the successful candidate typically reports once hired.

**What is the role of the Hiring Officer?**
- Responsible for ensuring Equal Opportunity and integrity in the search process
- Selects search committee with diversity in mind
  - Appoints Search Committee Chair
  - Cannot be a member of the search committee
- Final authority for hire

**What is the role of the search committee?**
- Appointed by the Hiring Officer
- Must maintain confidentiality
- Actively recruit a diverse candidate pool
- Develop evaluation criteria prior to evaluating applicant

**What is the role of the academic search coordinator?**
- Appointed by the Dean or Vice Chancellor
- Serves as the liaison between OAE, the Hiring Officer, the Search Committee, and the department/unit.
- Maintain working knowledge of the academic search process
- Be cognizant of the department’s/unit’s current diversity status in relation to campus Affirmative Action Plan goals for hiring and retaining qualified females and members of underrepresented minority groups

**Process**

The Academic Search Process in 9-steps:

**STEP 1:** Compose and appoint a diverse Search Committee

**STEP 2:** Work with Academic Search Coordinator to initiate Search Process in HireTouch
  - Job Description (AP only)
  - Position Authorization
  - Position Notice

**STEP 3:** Post externally for a minimum of two weeks (Free sources are permitted)

**STEP 4:** Actively recruit diverse qualified candidates

**STEP 5:** Submit Meets Minimum Qualifications (MMQ) List to OAE for approval via HireTouch
  - Faculty search committee members must attend training prior to the submission of MMQ List, participation is valid for three years

**STEP 6:** Search Committee conducts interviews using a standardized process

**STEP 7:** Search Committee forwards finalists recommendations to the Hiring Officer

**STEP 8:** Hiring Officer interviews finalists and conducts reference checks and verifies academic credentials

**STEP 9:** Hiring Officer selects finalist for hire
  - Finalize the Search Process in HireTouch by uploading required search documentation

For more information, contact:
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