

**SEARCH/POSTING REQUIREMENTS FOR
P&S / SEIU, FACULTY, MERIT, POSTDOCTORAL, STUDENT, AND RESEARCH INTERNSHIP POSITIONS**

Employment Type, Percent Effort, Duration	Minimum Required Recruitment / Posting
P&S / SEIU , Regular or term position, 50% or more, 1 year or more	P&S Requisition ¹ (14 calendar days or longer)
P&S / SEIU, Regular or term position, <50%, any period of time	Temporary/ Other Job Posting ² (3 full calendar days or longer)
P&S / SEIU, Temporary, any %, duration of 4 - 364 days	Temporary/ Other Job Posting ² (3 full calendar days or longer)
P&S / SEIU, Temporary, any %, duration of 3 days or less	None required
Faculty , Regular or Fixed-Term position, 50% or more, 1 year or more	Faculty Requisition ¹ (14 calendar days or longer)
Faculty, Regular or Fixed-Term position, <50%, any period of time	Temporary/ Other Job Posting ² (3 full calendar days or longer)
Faculty, Temporary, any %, duration of 4 – 364 days	Temporary/ Other Job Posting ² (3 full calendar days or longer)
Faculty, Temporary, any %, duration of 3 days or less	None required
Merit , Regular position	Merit Requisition (5 business days or longer)
Merit, Temporary, any %, duration of 4 days or more	Merit Requisition (3 calendar days or longer)
Merit, Temporary, any %, duration of 3 days or less	None required
Postdoctoral Research Scholar (FP01), Temporary position, 50% or more, 1 yr. or more	Postdoctoral Requisition ³ (3 full calendar days or longer)
Postdoctoral Research Scholar (FP01), Temporary position, any %, duration of 4 – 364 days	Temporary/ Other Job Posting ² (3 full calendar days or longer)
Postdoctoral Research Scholar (FP01), Temporary, any %, duration of 3 days or less	None required
Postdoctoral Research Fellow (FP02), Temporary, any %, any period of time	None required
(UI) Student Employees (“S” job codes), Temporary position, appointments during the academic year or summer period, duration of 4 days or longer	Jobnet (discretionary)
(non-UI) Student Employees (“S” job codes), Temporary position, appointment during the summer period, duration of 4 days or longer	Temporary/Other Job Posting (3 full calendar days or longer)
Student Employees (“S” job codes), Temporary position, appointments (at any time during the year for UI students or during the summer period for non-UI students), duration of 3 days or less	None required

¹ Minimum search length is noted in EOD’s [Recruitment Manual](#) for P&S and Faculty positions.

² A Temporary/Other Job Posting is required if a standard search is not being conducted and if the vacancy does not meet one of the three exceptions (i.e., executive/senior management positions, internal hires, and positions lasting three days or less). See definition of exceptions below. If a search is being conducted and the department wishes to have candidates apply through Jobs@UIOWA, a Requisition will need to be submitted. For Postdoctoral and Post-Baccalaureate Research Intern positions, a Quick Hire form should be submitted in Workflow following the Temporary/Other Job Posting advertising, for approval of the candidate.

³ External advertisement is not necessary for Postdoctoral and Post-Baccalaureate Research Intern positions if a candidate has already been identified that meets one of the three exceptions to the job posting requirement noted below. A Postdoctoral or Post-Baccalaureate Research Intern Quick Hire form should be submitted in Workflow for approval of the candidate when not advertising the position.

Employment Type, Percent Effort, Duration	Minimum Required Recruitment / Posting
Post-Baccalaureate Research Intern, Temporary, 50% or more	May use Post-Bacc. Research Intern Requisition, (14 calendar days or longer) ³ if no candidate has been pre-identified; otherwise , Use Temporary/ Other Job Posting, ² (3 full calendar days or longer)
Post-Baccalaureate Research Intern, Temporary, <50%	Temporary/ Other Job Posting, ² (3 full calendar days or longer)

Definitions:

Exceptions to the requirement to post job vacancies, including temporary/other positions, include:

- 1) **Executive and senior management positions.** This exception correlates with the FLSA’s white collar exemption. For UI’s purposes, such positions will likely include:
 - P&S positions at pay level 6A or higher
 - Faculty administrative positions at the level of dean/director/departamental executive officer or higher, including assistant and associate deans, assistant and associate provosts, department chairs, division heads, and institutional officers (i.e., positions with a rank code beginning with FI).
- 2) **Positions that will be filled from within UI’s workforce (i.e., internal hires),** meaning openings for which no consideration will be given to applicants from outside UI, including those that UI proposes to fill from regularly established recall lists. This exception no longer applies to a particular opening if UI decides to consider applicants outside of UI.

Internal hires will likely include:

- Current UI employees
- Former UI employees who left in good standing within the prior 24 months
- Student positions that require candidates to be current UI students (e.g., undergraduate/graduate research assistants, undergraduate or graduate teaching assistants, work-study positions)
- UI retirees returning to the same department and/or in a similar role to that which they held within the prior 24 months
- UI employees/former employees participating in UI’s P&S furlough program
- UI employees/former employees eligible for recall/transfer/promotion as part of a collective bargaining agreement

- 3) **Positions lasting 3 days or less.** Temporary positions lasting *more* than three (3) days must be listed.

Other Exclusions

The job posting requirement will not apply to a number of common, non-employment relationships or to positions for which there is not an opening, including:

- Volunteer positions
- Complimentary appointments (if position will remain unpaid)
- Adjunct appointments of current UI employees
- Fellow appointments (including postdoctoral research fellows and clinical fellows)
- Trainee positions (e.g., medical residents)
- Appointments for persons specifically named in a state or federal grant/contract
- Appointments made as part of a reasonable accommodation under the ADA for an employee with a disability
- Dual career appointments (typically coordinated through the university’s Dual Career Network program)

Search Waivers:

Waivers of a search for a P&S or faculty position may still be possible; however, in most circumstances a Temporary / Other Job Posting will be required for three full calendar days before a waiver may be approved. Search Waiver requests for P&S and faculty positions should continue to be sent to the Office of Equal Opportunity and Diversity. See the Recruitment Manual on EOD’s website (<http://diversity.uiowa.edu/eod/recruitment-manual> , Section VI) for further details on the criteria for search waivers.