



## HUMAN RESOURCES POLICY

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**NUMBER/TITLE:** HR-321, ATHLETICS DEPARTMENT RECRUITING AND INTERVIEW PROCESS (STOUT STANDARD)

**Covered Individuals:** UIU Athletics Department employees

**Covered Locations:** All UIU Locations

**Effective Date:** 12-4-2024

**Last Revision:**

**Strategic Priority:** SP 2

**HLC:** Criterion 2

**Consultations:** EDHR, VP for Athletics, President's Council, Univ. Policy Cmte.

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### POLICY STATEMENT

This policy implements the Great Lakes Valley Conference (GLVC) Stout Standard as it relates to recruiting and interviewing of candidates who are members of traditionally underrepresented communities for select positions within the Athletics Department. The GLVC states "(p)ursuant to the GLVC core values, the league is committed to a diverse and inclusive environment for its student-athletes, coaches, and administrators. As a conference, the GLVC seeks to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for official, coaches, and administrators from diverse experiences and backgrounds".

### DEFINITION

**QUALIFIED CANDIDATE** – For purposes of this policy, Qualified Candidate is defined as an individual who applies for an open position and who meets the minimum requirements to perform the duties of the position. A qualified candidate may be internal or external.

**TRADITIONALLY UNDERREPRESENTED COMMUNITIES (TUC)** – While there are many possible examples of traditionally underrepresented communities (TUC), for purposes of this policy, TUC is defined as Black/African American, American Indian/Alaska Native, Asian, Hispanic/Latino, Native Hawaiian/Other Pacific Islander, Female, Person with a Disability.

### POLICY IMPLEMENTATION

The following requirements apply to openings for athletic directors, senior administrators, head coaches, and full-time assistant coaches within the Athletics Department.

1. Job Openings are posted pursuant to Upper Iowa University (UIU) policy and procedure.
  - a. External posting should be used for most openings.
  - b. Internal posting should be limited to circumstances where there is a strong likelihood the final pool will include qualified candidate(s) from TUC.

- i. Should an internal posting result in a final pool that does not include candidate(s) from TUC, the posting should be converted to an external posting before a final hiring decision is made.
2. Reasonable effort to recruit a diverse pool of candidates should be made. This may include advertising/posting in alternative recruitment offerings or other outreach efforts.
3. The final pool of candidates selected for interview must include a qualified candidate from TUC.
4. In situations where reasonable recruitment effort results in no qualified candidate(s) from TUC to advance to the final pool of candidates, the search process may proceed and/or an offer of employment may be made to the most qualified candidate. In these situations, before an offer is made to the most qualified candidate:
  - a. The hiring manager must wait 15 calendar days from the date of the published posting end date. If no set end date is published, a total of 25 calendar days from the original posting start date must have passed, and
  - b. There must be written permission provided by the Vice President for Athletics (or Executive Director for Human Resources if unavailable) and the President of UIU.
5. Candidate selection for job offers shall proceed pursuant to UIU policy and procedures.

This policy establishes requirements for recruiting and interviewing of candidates who are members of TUC. However, managers are prohibited from taking into consideration individual's protected characteristic(s) when making hiring and/or promotion decisions. Such prohibited characteristic(s) include race, color, religion, age, sex (including pregnancy), national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

## **RELATED DOCUMENTS, FORMS, AND POLICIES**

HR-305, Discrimination, Harassment, and Retaliation  
 UIU Search Committee Manual

## **CUSTODIAN**

The Office of Human Resources

## **HISTORY**

<b>New/Revision Number:</b>	<b>Date of Action/Approval</b>	<b>Revision Change</b>
HR 321	12-4-2024	New Policy approved through University Policy Committee, President's Council and President