

**VII-1.01 - POLICY ON RECRUITMENT AND SELECTION**

(Approved by the Board of Regents, November 12, 1993; Amended October 9, 2015)

**I. PURPOSE AND APPLICABILITY**

This policy defines the recruitment and selection philosophy for the University System of Maryland (USM). This policy applies to all non-faculty USM employees.

**II. EQUAL OPPORTUNITY**

In order to ensure that the University System of Maryland employees are individuals of the highest caliber and diverse backgrounds, each institution shall develop appropriate recruitment, screening and selection procedures

- A. consistent with these goals and with applicable regulations governing Equal Employment Opportunity and Affirmative Action and
- B. that may include consideration of hiring a Contingent Status employee who applies to fill a vacant position in the same or a similar classification in which the Contingent employee is employed.

**IMPLEMENTATION PROCEDURES:**

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.