



## RUTGERS POLICY

**Section:** 60.4.6

**Section Title:** Managerial, Professional, Supervisory, Confidential and Administrative Staff

**Policy Name:** Administrative and Managerial, Professional, Supervisory, and Confidential (MPSC) Vacancies

**Formerly Book:** 3.5.6

**Approval Authority:** Senior Vice President for Finance and Administration

**Responsible Executive:** Senior Vice President for Finance and Administration

**Responsible Office:** University Human Resources

**Originally Issued:** 3/1972

**Revisions:** 9/1986; 9/2001; 6/27/2005; 8/3/2006 (Updated titles); 4/2008

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

1. **Policy Statement**

The policy outlines the announcement procedure for Administrative and Managerial, Professional, Supervisory, and Confidential (MPSC) vacancies, as well as eligibility requirements for candidates. Instances of employment circumstances that may be exempted from the policy are described.

2. **Reason for the Policy**

To provide opportunities for employee advancement and develop a broad-based group of job applicants

3. **Who Should Read This Policy**

All university employees

4. **Related Documents**

None

5. **Contacts**

University Human Resources  
732-932-3020

6. **The Policy**

I. **Staff Vacancies**

To further opportunities for employee advancement and to encourage the development of a broadly representative group of job applicants, the university is committed to announce publicly, according to the provisions set forth below, all vacant full-time and part-time Administrative and Managerial, Professional, Supervisory, and Confidential staff positions.

- A. Each position vacancy shall be announced and published through the Applicant Tracking System (ATS) (link?) and displayed for five consecutive business days on the University Human Resources website (link <http://uhr.rutgers.edu/jobpostings/aps/APSMain.asp>)
- B. Recruitment of qualified external candidates for a vacant position may be conducted concurrently with the internal recruitment process.
- C. Casual and temporary employees shall be considered external applicants and may not be appointed to a vacant position without posting the vacancy.
- D. To be eligible to apply for a vacant position, regularly appointed employees must have been employed in their current position for at least six months. This section does not limit the university's ability to promote, demote, or transfer a regularly appointed employee regardless of time served in the title.
- E. The effective date of filling an announced position vacancy cannot be earlier than the first business day following the required announcement period (five consecutive business days) of the vacancy. In the case of a transfer, it will be the responsibility of the receiving department to arrange with the employee's current department a mutually agreeable effective date of transfer.

## **II. Exceptions**

The aforementioned policy may not apply, however, in the following instances:

- 1. When the university wishes to promote a regularly appointed employee currently working within a department to an existing vacant or newly created position within that same department
- 2. When a position has been designated as serving "at the pleasure of" the President or the Board of Governors
- 3. When operating exigencies require the transfer of a person and his or her budgeted line to another work location in the university
- 4. When extenuating circumstances require that an employee be placed in a vacant or newly-created position, approval must be given by the Associate Vice President for Human Resources.

## **III. Position vacancies covered by a collective bargaining Agreement will be announced in accordance with the provisions of the Agreement, where such provisions exist.**