

Affirmative Action Quick Guides: Conditional Approval

In certain situations, a Hiring Unit needs to advertise a Job before the Search Committee members are finalized. This is an uncommon situation with a particular cause, not simply because the Hiring Unit failed to identify people in a timely fashion. Possible scenarios include, but are not limited, to:

- An Internal Search where potential applicants need to be excluded from the list, but are not yet known
- A search where Operating Papers or other policies allow the Chancellor to finalize the committee from a nomination list, and this has not yet happened

The Hiring Unit will complete the Justification box. **If the justification box is blank and no committee is listed, the form will be rerouted to correct the error.**

If this Justification meets UAAO expectations, UAAO staff will complete additional steps in the system. If it does not meet expectations, UAAO will contact the Hiring Unit for additional information.

After UAAO approval, an email will be sent to the Hiring Department alerting them they have 7 days to finalize the committee. A second email will be sent 4 days later if needed.

When the committee is selected, the hiring unit will email a final list of names, demographic info, and titles to UAAO within the 7 day window. Please use affact@siu.edu email.

UAAO staff will make the necessary edits. No further action is needed from the Hiring Unit.

UAAO staff will run periodic checks on HT to see which Jobs are in Conditional Approval status and work with units as needed to finalize lists. **Search Committees must be approved by UAAO and must attend annual Search Committee bias and discrimination training prior to any official Committee work.**

Questions?