

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** Hiring Faculty and Non-Faculty Exempt (NFE) Personnel

**NUMBER:** Policy IV-13 (Formerly Policy IV-C-01)

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Procedures and guidelines for the hiring of faculty and non-faculty exempt (administrative/professional) personnel have been established in conjunction with the School of Mines Affirmative Action Plan as identified in policy IV-01.

Hiring procedures and assistance in hiring are provided by the Human Resources Office. Every recruitment and selection process must conform to these established guidelines. All irregularities in the recruitment and selection process must be noted and reported to the President's Office. The President may disallow an offer of employment if policy and procedures are not followed.