



SAINT LOUIS UNIVERSITY

JESUIT HIRING

Procedure Number:
Classification:

Version Number: 3
Effective Date: 08/31/1990
Date Revised: 06/01/2006
Date Revised: 10/31/2016

Responsible University Office: Assistant to the President for Mission and Identity, Vice President for Human Resources, Provost

1.0 INTRODUCTION

Saint Louis University is a Catholic, Jesuit institution of higher education. The University is governed as an independent corporate entity of the State of Missouri, conducted under the auspices, and consonant with the educational principles, of the Society of Jesus. As an educational institution with Jesuit orientation, sponsorship and support, the University may treat Jesuits as a preferred group with regard to employment. See Sec. 703(e)(2) of Title VII and 41 C.F.R. Sec. 60-1-5(5).

2.0 PURPOSE

To enrich the Jesuit and Catholic character of Saint Louis University and preserve the existing relationship between the University and the Jesuits, the University may grant preferences in its employment practices to Jesuits to perform any work connected with its activities. The Jesuit Hiring Policy of Saint Louis University applies both to the full-time employment of Jesuits during an ordinary search in competition with other applicants and to the hiring of Jesuits for positions where no announced opening exists but where, with the approval of the University President, a new position could be created for that individual which would be of significant benefit to the University. The policy also applies to part-time appointments.

3.0 SCOPE

This policy applies to all divisions of Saint Louis University.

4.0 RESPONSIBILITIES

The Marchetti Endowment fund supports only the first-year salary and benefits for a successful candidate. It is the responsibility of the respective hiring unit to follow the Business and Finance processes for labor reallocation and assure continuation in the position is coming from the appropriate unit's budget and funding source.

The Assistant to the President for Mission and Identity will provide oversight to assure all Jesuit Affirmative Action hires have the approval of the President.

The Vice President for Human Resources will provide oversight to assure all Jesuit Affirmative Action hires are in compliance with completing all required new hire employment forms and processes.

The Vice President for Business and Finance will provide oversight to assure the salary becomes part of the base departmental or program budget after the first year of the specific Jesuit hire.

5.0 PROCEDURES

Each year the Association of Jesuit Colleges and Universities provides to the President of the University, as well as the Provincial Superior, Chief Academic Officers and Rectors, a listing of Jesuits who will be available in future years for positions in higher education. The President indicates his general approval of the candidates by forwarding the list to the Assistant to the President for Mission and Identity, Vice President for Human Resources, and the Provost. This candidate information is, in turn, shared with units that might employ those listed.

If a unit becomes aware of a potential candidate through other avenues, the Dean or Program Director should immediately notify the respective vice president. No candidate may be brought to campus for an interview without the Dean or program director having first received approval through the VP and from the Assistant to the President for Mission and Identity, who will secure permission from the President, and the respective Jesuit Provincial Superiors.

The Assistant to the President for Mission and Identity must be included in the interviews of all prospective Jesuit candidates. The Assistant to the President for Mission and Identity will also inform the candidate of the possible Jesuit community living options, with the understanding that only the Provincial can mission him to the University and to a Jesuit community. This policy applies not only in cases of specific interest in a particular Jesuit, but also in “informal contacts” with a particular Jesuit, prior to any on-campus visits or interviews. The respective Provincial will first make the Jesuit available to a particular institution, and, if offered a position, will *mission* that Jesuit to a particular institution if the position is accepted. In all cases, the respective Provincial Superior must be notified prior to any contacts with specific Jesuits. That notification will be initiated by the Assistant to the President for Mission and Identity.

The following financial arrangements apply to all campus visits and hires:

1. After permission is received to recruit actively, recruitment expenses are borne by the unit that invites the candidate to campus and can be supplemented by the Marchetti Fund at the discretion of the Assistant to the President for Mission and Identity. The Provost is responsible for moving expenses.
2. In the case of new, full-time appointments, and with the approval of the President, the Jesuit Affirmative Action/Marchetti Endowment Fund will support the first-year salary and benefits for a successful candidate.
3. When the Marchetti Endowment Fund is used to create a position, the salary becomes part of the base departmental or program budget after the first year of full-time University employment of the specific Jesuit. These funds remain in the base only as long as the individual remains in the department as a Jesuit in good standing.

4. Should a Jesuit hired under Jesuit Affirmative Action leave the position, the position funding reverts to the Marchetti Fund and **cannot** be used for a replacement of a faculty or staff person. The money for the first year of employment for the Jesuit is for Jesuit use, only.

5. The appropriate VP and/or Dean will notify the Assistant to the President for Mission & Identity, post-interview, of their intent to offer the position. When/If the Jesuit accepts the position, the Assistant to the President for Mission and Identity will initiate the process for position requisition, etc., through appropriate channels.

In order to add persons to persons to the payroll, the following standard Human Resources and Budget office procedures need to be followed.

1. A Jesuit Affirmative Action employment requisition should be processed but does not have to be posted. However, the new hire needs to complete, at a minimum: the on-line application; the criminal background check; and the Employment Eligibility (I-9) Form, prior to the start date.

2. Based on the information provided by the Assistant to the President for Mission and Identity: For staff hires, Human Resources will submit the hiring proposal to HRIS and provide the confirmation letter and information regarding the on-boarding process in the same manner as all new staff hires. For faculty hires, the hiring department will process an EPAF; appointment letters and information regarding the on-boarding process are provided from the Provost's office in the same manner as with any faculty hire.

3. Human Resources will submit the hiring information to Budget for their Jesuit Affirmative Action file they maintain.

4. A staff Jesuit Affirmative Action hire initially does not have to be in a classified position. However, by the conclusion of the first year, the respective department needs to follow the process to get the position properly classified with an appropriate job title and job description.

5.0 REFERENCES

Title VII, Sec. 703 (e)(2)
41 C.F.R., Sec. 60-1-5(5)

6.0 APPROVAL SIGNATURES