SONORAN UNIVERSITY
OF HEALTH SCIENCES

Recruitment and Hiring Policy

1. **POLICY STATEMENT/PURPOSE**
   Sonoran University of Health Sciences (Sonoran University) maintains that hiring the best qualified individuals to fill open positions contributes to the overall strategic success of the organization.

   Sonoran University is committed to a recruitment process that results in the hiring of the most qualified applicants. All individuals with authority to hire or terminate employees within a department (hiring managers will be accountable for the recruitment, retention, and development of diverse faculty, staff, and student workers. As a private institution, Sonoran University is dedicated to fostering a supportive, inclusive community for all. Sonoran community members embody and promote inclusive excellence (IE). This includes a commitment to respecting diverse perspectives and continually advancing your understanding and practices around equity, belonging, and support for all.

   Sonoran University promotes equal opportunity through diversity in employment and educational programs and activities. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, gender identity, age, disability, and qualified veteran status. Equal employment opportunity includes but is not limited to recruitment, hiring, promotion, termination, compensation, benefits, department transfers, university-sponsored training, education, tuition assistance, and social and recreational programs. The following policy provides directions to the hiring authority to ensure that fairness is paramount in the recruitment process.

   This policy ensures that Sonoran University recruits outstanding individuals who will help advance our vision, fulfill our mission, and embrace the university's core values. Sonoran University strives for a thorough, broad and equitable search process to ensure we have a qualified and diverse applicant pool, reinforcing the highest quality hiring decisions. The policy also ensures that candidates for employment receive consistent and equitable treatment.

   Open positions are posted on the HR page of My Sonoran. Employees are encouraged to review available opportunities, apply for roles that align with their career goals or refer qualified candidates. Managers are also encouraged to share open positions. This process promotes career development, transparency, and engagement across the university.

2. **HISTORY/BACKGROUND**
   As the university has grown in size, complexity and workforce needs, the importance of a consistent, transparent, and modern recruitment framework has become essential. This policy is designed to support hiring managers, ensuring fairness, compliance, and high-quality candidate experiences across all departments. It also incorporates current best practices in higher education recruitment to promote equity, efficiency, and alignment with institutional goals.

3. **POLICY ITEMS**
    a. **Position Design and Posting**
        i. Hiring Managers create or update the job description using the university job description template found on the HR page of MySonoran.
        ii. Job descriptions must be clear, inclusive, and aligned with institutional priorities and department needs.
        iii. Human Resources will post jobs for advertisement within 2 business days upon receipt of approved documentation (Team Member Requisition, Job description)
        iv. Out of state employment (virtual employment) is sometimes necessary. In these cases, the university hires in states where they are established as a business entity. If the university is not established, a temporary agency is used to hire the out-of-state employee.
    b. **Candidate Evaluation**
        i. Evaluation must consider both qualifications and alignment with the university core values.
    c. **Selection and Interviewing**
        i. Hiring managers review applicant resumes on a weekly basis at a minimum and deny or advance weekly to ensure candidates are aware of the status in a timely fashion.
        ii. Hiring managers assemble a diverse hiring committee to provide input. The committee includes those who will interact most closely with the new hire including those from other departments**.**
        iii. Interviews must be structured and consistent across candidates, including the following.
            1. Standardized interview questions aligned with job-related competencies and core values
            2. A consistent process and sequence for all candidates
            3. Use of a scoring rubric for evaluation of candidates
            4. Interview format, duration, and number of interviewers remain uniform
            5. All parts of the interview process are applied to all candidates equally
        iv. Questions must comply with legal standards. Interview and hiring resources are available on MySonoran HR page.
        v. Final selections must be documented with justification tied to evaluation criteria. An evaluation rubric is available on MySonoran.
        vi. Faculty candidates will complete an Academic presentation as a finalist.

    d. **Communication and Timelines**
        i. The appropriate time to fill a position in higher education varies by role type, but in general the position will be filled in 30-60 days. Faculty positions may stretch 3-6 months.
        ii. Human Resources will ensure timely communication with candidates throughout the process as provided by hiring managers.
        iii. Hiring managers will ensure the timely review of candidates and timely completion of interviews to avoid candidate attrition and ensure process integrity, and Human Resources will communicate the status to each applicant and candidate.

e. **Offer of Employment**
   i. Hiring managers make a final selection and notify Human Resources of the decision. Human Resources will extend and negotiate the offer following financial approval and will execute the background check and drug screen. The offer of employment is contingent upon the candidate's ability to provide documentation establishing identity and authorization to work in the United States, as required by the Form I-9 process.
   ii. Upon offer of employment for full faculty and adjunct faculty positions, official transcripts for all degrees conferred and any other coursework used to credential the faculty member to teach, must be submitted unopened to Human Resources within 90 days of hire. Faculty hired prior to May 2021 are grandfathered and will not be required to provide transcripts. Failure to provide the required transcripts within the prescribed time frame may result in not being offered a contract or not being allowed to teach in the current or subsequent quarters.
   iii. For applicable positions, current registration, license, or other documentation may be required as a condition of employment.

4. RESPONSIBILITY FOR IMPLEMENTATION

Human Resources will have oversight and responsibility for initiating and monitoring this policy; for generating and revising process maps and procedures; as well as responsibility to ensure compliance with state and federal laws. Hiring managers will have responsibility for executing the process within policy requirements. This is a collaboration between Human Resources and hiring managers.

5. RELATED DOCUMENTS

a. Sonoran University Diversity and Inclusion Policy
b. Sonoran University Employee Handbook
c. Transcripts Procedure
d. MySonoran Recruiting Page (Job description template, Team Member Requisition, Legal Interview Questions, Scoring Rubric)
e. Reference and Background Check Policy

6. NEXT REVIEW DATE

As Necessary

7. POLICY OWNER

Director of Human Resources

8. VERSION CONTROL AND CHANGE HISTORY

Version	Approved by	Date Approved	Date Effective	Amendment Information
1	President's Council	5/27/15	5/28/15	
2	President's Council	5/28/20	5/28/20	Reviewed
3	President's Council	5/26/21	5/26/21	Faculty transcript requirement added
4			9/25/24	Branding updates, transition to departmental policy
5	Human Resources	1/21/2026	1/21/2026	Updates throughout to add clarity

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