Rice University Policy No. 816

EMPLOYMENT/TRANSFER/PROMOTION PROCEDURES FOR FACULTY AND STAFF

I. General Policy

Prior to offering a faculty or staff position to a candidate, the appropriate Affirmative Action Recruitment Report must be completed and approved by the officials indicated. This report should then be attached to the Recommendation of Appointment or Personnel Action form used for the employment, transfer, or promotion. The Controller's Office will not be authorized to put the person on the payroll or make a status change until this form is received by the Human Resources Department.

II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official: Vice President for Administration
Key Offices: Human Resources

Policy History
Clerical Change: February 6, 2018
Revised: August 30, 2000
Revised: November 1, 1974
Revised: February 8, 1974 (and supersedes Policy No. 214-73)
Issued: August 8, 1973