



- c. **Modified Position** -- A position in which the duties and responsibilities have been modified, or a new position created, due to reorganization but which does not increase the University's complement. Such position may or may not be occupied.
- d. **Search Waiver** – A search for a vacant or newly created position may be waived by the Associate Vice President for Human Resources (AVPHR). With approval from the AVPHR for a waiver, the Division Head may request the President to appoint someone who meets the minimum qualifications for the position without conducting a search.
- e. **Internal Only Search** An internal only search advertised within the university through the online recruitment portal. The purpose of advertising internally is to notify all potentially qualified internal applicants of the vacancy. The search committee will consider applications only from current full-time, part-time, and temporary IUP employees. Student employees are not eligible to apply during the internal search.
- f. **External Search** – A search for a vacant or newly created position advertised outside the University. The search committee will consider all qualified applicants, including internal applicants if an internal search was not conducted first.
- g. **President's Cabinet** -- A committee consisting of the President and direct reports, and others that the President may choose to appoint. The duties of the Committee are outlined herein.
- h. **Search Committee** -- A committee whose members are appointed by the hiring manager where a vacancy exists and who are responsible for conducting a search to fill the vacancy.
- i. **Manager** – A person holding a job defined as a manager in the Management Compensation Plan of the State System of Higher Education.
- j. **Succession Development Plan** – An employee who has received successive exemplary (average 4 and above) performance reviews, and who university leaders identify as someone for advancement opportunities, may be enrolled in

a succession development plan to prepare the employee for  
leadership roles. (b) (5) - (D)



coordinated by Human Resources, however the division seeking the position is responsible for the cost of advertisement.

Step 4:

Upon the close of the posting period, or the reviewing date, the Employment and Classification Manager will review the applications and refer all candidates who m who