

Veteran's Preference Procedure for Faculty Applicants/Candidates (March 1, 2010)

1. OEO/AA will add language to the Postcard that is sent out to all faculty applicants. Besides inviting the candidate to self-identify race/gender, the postcard will now advise candidates that the University does comply with Veteran's Preference in hiring and employment. It will give a box that the candidate may check to indicate that s/he is a Protected Veteran and would like to claim Veteran's Preference. The Postcard will also give instructions to the candidate that s/he must submit a copy of his/her DD-214 and University's Preference Addendum to the OEO/AA office (see bottom of page).

It is critical that upon receipt of a CV/Resume or application, the department immediately send out the Electronic Postcard to the candidate so that we can begin the screening process for Veterans.

2. When the OEO/AA receives notice (through the electronic postcard) that a Veteran has requested Veteran's Preference, the OEO/AA will verify the discharge documentation and then contact the hiring department. Without initially identifying specific applicants who are veterans, we will inquire if the hiring department has completed the initial screening and placed the candidates in a "Will interview/not interview" order. Under the Veteran's Preference Policy, we suggest that candidate applications be placed in three Tiers:
 - I. Highly qualified – will interview
 - II. Qualified – may interview if no candidate selected from Tier I
 - III. Most likely, not interviewed
3. If the hiring department has completed the process of sorting the applications, then the OEO/AA will provide the Veteran's name.
4. Once this formal review is completed, policy requires that the eligible Veteran be treated as follows
 - Any preference eligible Veteran evaluated as being among the top tier will be granted an interview.
 - The interview given to a preference eligible Veteran will be with the same format and conditions as other top tier candidates.
 - Any preference-eligible Veteran evaluated as being in the top tier by any single member of the search committee or rank-ordered at or very near the top of the second tier will be moved into that group and granted an interview.
 - Preference eligible Veterans who are in the 2nd tier or lower will not receive a mandatory interview.
 - Exception: If other lower-tier applicants are interviewed at any time in the search process, then all preference eligible Veterans within the same tier will be granted an interview using the same conditions and format.

Resources: University Veteran's Preference Policy: <http://www.hr.utah.edu/forms/lib/Addendum.pdf>
Utah State Code: Title 71 Chapter 10, *Veterans Preference*