






UNIVERSITY
OF HAWAII
HILO

May 19, 2010

TO: UH Hilo Faculty & Staff 

VIA: Debra Fitzsimons, Vice Chancellor for Administrative Affairs

FROM: Kerwin Iwamoto, Director, Human Resources 
Kelly Oaks, Director, Equal Employment Opportunity/Affirmative Action 

SUBJECT: Changes to the Search Process - Elimination of the Requirement for 10 Days to Complete Incomplete Applications

Currently, UH Hilo APT and faculty search procedures stipulate that we allow applicants whose materials are incomplete ten days to complete their applications. Nothing in Administrative Procedure A9.540, Recruitment and Selection of Faculty and Administrative, Professional, and Technical Personnel, or the Collective Bargaining Unit Agreements for faculty and APT requires additional time for applicants to complete their incomplete applications. Consultation with other UH campuses revealed that none of the other campuses have adopted this practice. As a result of our research, we have decided to eliminate the requirement of using the "10 day rule" for every search. To assist you with your search efforts, we have identified options for managing applications.

If you do not wish to consider incomplete applications, it is recommended that you place the following statement on your advertisements: "Incomplete Applications Will Not Be Considered."

Alternatively, there may be instances in which search committees anticipate a need to allow applicants additional time to complete their incomplete applications. Examples of such situations are positions that have been historically difficult to fill or positions in which letters of reference or official transcripts are requested as part of the application packet. In these situations, do not include the incomplete applications statement on your advertisements. Prior to the review of applications, the committee should decide how much time applicants will be allowed to complete their applications. The time allowed should be the same for all applicants.

Please contact Jube Kuewa, EEO Analyst, at 933-0525 or jkuewa@hawaii.edu should you require assistance with the search process.

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