

# A resolution to restore critical tasks to human resource (HR) professionals

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**Synopsis:** Routine and specialized human resource (HR) tasks should be carried out and completed by HR staff and not by faculty members. This will significantly reduce errors from occurring in these HR tasks and will allow faculty members to focus on scholarly tasks including teaching, research, service and outreach. This resolution aims to restore appropriate separation of duties of faculty and HR professionals to best support our university's academic mission.

**WHEREAS** Lima Campus faculty voted unanimously (37-0) in support of this statement: The Lima Campus faculty ask that HR tasks should be done by HR staff again. In particular, but not only, the task of creating job requisitions should not be done by faculty. Faculty do not have the experience that HR staff have in that area, so returning that task to HR makes sense for saving time and making certain the requisitions are done properly. It will also ensure that the same type of job will receive the same pay. Only the HR staff have all this information; and

**WHEREAS** the Faculty Council of the Senate voted with a 93% affirmative vote the above Lima Campus Faculty statement at its November 4, 2021 meeting; and

**WHEREAS** faculty members have neither the experience nor the knowledge that HR professionals have; and

**WHEREAS** the process of carrying out HR tasks by faculty members is not a productive use of their time, and leads to significant errors; and

**WHEREAS** university-wide job titles and pay scales are not typically known by faculty members, leading to possible inequities across units for comparable jobs; and

**WHEREAS** the HR staff within units should be responsible for tasks on which they are trained and experienced, like creating job titles, posting jobs, and managing routine communications with applicants; and

**WHEREAS** HR tasks that require specialized knowledge should be handled by HR consultants, HR Business Partners and/or Talent Acquisition coordinators, like establishing job titles, approving and entering funding sources, determining the supervisory organization, confirming eligibility of job candidates, and managing the hiring process; and

**WHEREAS** the faculty should continue to be involved in aspects of hiring and supervising of employees that they have traditionally managed, like approving job descriptions, interviewing and hiring job applicants, and approving timesheets and employee evaluations; and

**WHEREAS** the Senior Vice President of Talent, Culture and Human Resources joined the November 4, 2021 Faculty Council meeting and agreed with the principle and the intent of this resolution; and

**WHEREAS** the University Senate Steering Committee approved this resolution at its November 18, 2021 meeting and its advance to a Senate vote on December 2, 2021;

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**NOW THEREFORE BE IT RESOLVED**

HR tasks that are routine or specialized, such as postings and overall hiring management, shall be carried out by HR professionals and only by faculty members who seek these tasks. The spirit of this resolution shall be part of any future changes in HR procedures or software. All such changes shall enable HR professionals to support the academic mission of the university and increase the productivity of faculty. No concurrence of the Board of Trustees is sought. This shall be effective on majority affirmative vote of the University Senate.

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