



UIC POLICY

Policy Number: OAE-1100-007

Policy Title: Search Firm Policy

Owner: University of Illinois Board of Trustees

Unit Responsible for Policy at UIC: Office for Access and Equity

Effective Date: May 29, 2013

Contacts: Associate Chancellor, Office for Access and Equity

Policy Statement: Requests for the use of a search firm must conform to one (or more) of the following criteria:

- Search for the President of the University;
- When the position is at a level of seniority that requires strict confidentiality in the initial stages and a level of interaction with potential candidates is required that current staff cannot appropriately provide;
- When the position requires extensive recruiting and networking due to a highly competitive market, as well as to create a diverse candidate pool;
- When the potential candidates are in a specialized function outside traditional areas of higher education.

The policy and criteria provide guidance to the campuses as each determines whether engaging a search firm is appropriate. Requests approved by the campuses will be forwarded to the President for final approval. Search firms may only be engaged after the campus/department receives this final written approval from the President. In the case where the President requests to use a search firm, the Chair of the Governance, Personnel, and Ethics Committee of the Board of Trustees will review the request and confer final approval. In furtherance of Board of Trustee oversight, the Board will receive periodic updates and reports concerning the use of search firms.

Reason for Policy: To ensure compliance with Illinois law, 110 ILCS 305/80, which prohibits the use of a search firm with regard to the above, defined criteria.

Minority Impact Statement: This policy does not have any disproportionate or unique impact on UIC's minority students, staff, or faculty.

Who Should Read the Policy: All faculty and staff at UIC.

Procedures: <http://oae.uic.edu/docs/Engaging%20A%20Search%20Firm.pdf>

Related Laws, Regulations, Statutes, and Policies: Illinois law, 110 ILCS 305/80, <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1086&ChapterID=18>

Document History: [View approved BOT policy.](#)

Approved by: University of Illinois Board of Trustees	Effective Date: May 29, 2013
Approved Date: May 29, 2013	Date Scheduled for Review:

Approved as:	<input checked="" type="checkbox"/> New policy	<input type="checkbox"/> Updated policy	<input type="checkbox"/> Revised policy
	<input type="checkbox"/> Supersedes Policy _____		
	<input type="checkbox"/> Policy Repealed		