

University Guidelines

Section 3.14 Financial Services: Procurement
Procurement of Search Firm Services
(5 Policies of the Board of Trustees, Section C 4)

Issued: December 2025

Replaces:

The University may retain an external hiring search firm to assist in the recruitment, selection, and hiring when a justifiable need is established and approved by the President based on any of the following qualifying criteria:

1. The position to be filled is of such a specialized nature or scope that use of an external search firm provides a more cost effective use of University resources.
2. The position to be filled requires a level of professional search expertise exceeding that available internally to the University.
3. The position to be filled is of such a critical nature or scope that it must be filled as quickly as possible, time being of the essence.
4. The diversity of the applicant pool will be significantly enhanced by services provided by an external hiring search firm.



Daniel F. Mahony
President

12/18/2025

Date