

## ADMINISTRATIVE / FACULTY HIRING PROCESS

### POSTING POSITION ADVERTISEMENT

1. Prepare Administrative/Faculty Employment Requisition and attach:  
Administrative: Position description (existing reviewed/edited or newly created)  
Newspaper or website advertisement  
Requested media and posting sites should be on the employment requisition.
2. Forward employment requisition paperwork to Academic Affairs for signatures. Once signatures are obtained, paperwork delivered by Academic Affairs staff to Business Affairs and then to Human Resources.
3. Human Resources recruiter will email to the Search Chair any ad queries or suggested changes for approval; if none, HR emails confirmation when ad(s) placed.

### SELECTING CANDIDATES FOR INTERVIEWS

4. Dean's Office completes an Interview Approval Form or memo and attaches:
  - a. Candidates' original Faculty & Administrative Staff employment applications. Application must be completed by applicant in all sections, without "see résumé" notations, and must be completed in ink with candidate signature (for certification and release) signed on the last page. This form includes clearance by the candidate to contact immediate supervisors and non-indicated references.

If a candidate states that we may not contact a direct supervisor, the candidate must be informed that any offer will be contingent on this contact. If the candidate still opposes contact with the supervisor, even at a later time, then the candidate is removed from further consideration.

When contacting candidates regarding application completion, candidates should be notified of the need for transcript (see "c" below).

One year temporary faculty must submit a new application unless they have completed an application within the last year and certify with a letter or email that no information (employer, education) has changed in that time.

- b. Résumé and/or Curriculum Vita Work History and Visa Requirements – Résumé/vita and application should be up-to-date with no gaps in employment history or "reasons for leaving" left unexplained.

Search Chair and/or committee member should screen preferred candidates by telephone as needed to obtain this information. If candidate identifies a visa requirement, the Assistant Director of Human Resources should be notified at this time.

- c. **Transcript preferred at this stage, with unofficial acceptable.** Original official transcript (not issued to student), showing highest degree completed must be submitted before an offer to hire is made.

- d. Verification that reference checking process has begun. This can be achieved by an initial submission of reference letters, but letters alone are not sufficient to satisfy the due diligence necessary for making a hire. This can also be satisfied by documentation that the candidate has provided clear, complete contact information for a minimum of three references.

Reference checks to include those who are listed as “personal references” as well as current employment supervisor(s), though see comment in 3.a.  
Search committees should also, when possible, check “non-indicated” references.

5. Dean forwards paperwork to Academic Affairs for review and approval by provost.
6. Approval for on-campus interview(s) given to dean by provost.

### **HIRING PROCESS**

7. The dean prepares a memo requesting permission to engage in “Intent to Hire discussion” with candidate forwarded for approval by provost.

At the same time, dean or search chair should e-mail the employment manager and HR generalist stating the intent to hire is pending and providing candidate name, position to be offered, and state(s) of residence/work for the last 5-10 years.

HR conducts criminal background check as allowed during this period; for states requiring date of birth and/or information requiring social security to confirm identity, HR will interact with dean/chair to obtain information needed upon extension of a contingent offer.

**NOTE:** Employment position must be posted for 30 days and all qualified candidates applying in that period given consideration before verbal offer of employment made to candidate, unless permission from President has been obtained for shortened search. A shortened search must be posted for at least 8 working days and all qualified candidates applying in that period given consideration before an “Intent to Hire” discussion.

**Original USI application** completed and signed by applicant, official **original transcript showing highest degree**, and **documentation of reference checks with a minimum of three including employment supervisor(s)** must be included in the recommendation to hire.

Warning: References letters are accepted only in the initial stages of this process and are not sufficient to satisfy the due diligence requirement here.

Documentation of reference checks should include name of reference person called, their employment address, date of call, and the search committee member’s name. A protocol of questions that are asked of all references reflects best practices in reference checks.

8. Approval to engage in “Intent to Hire” discussion given to dean by Provost.
9. Once negotiation with the candidate is concluded, the dean prepares a “Recommendation to Hire” memo and forwards it to the provost including:
  - Full position title
  - Contract type
  - Start date
  - Starting salary
  - Years toward tenure (if applicable)
  - Search committee chair recommendation

10. Payroll notification (omitting position control number which is later assigned by Human Resources but including starting year of academic or fiscal assignment) prepared by college administrative assistant/associate and forwarded to Academic Affairs.
11. The hire of part-time faculty must include vita/résumé, original employment application, and original transcripts showing highest degree, together with start/end dates, course numbers, and fund. This documentation is sent directly from the college to Human Resources.