



## PROVOST'S OFFICE

### ADMINISTRATIVE and FACULTY HIRING PROCESS

#### **POSTING POSITION ADVERTISEMENT**

1. Prepare Administrative/Faculty Employment Requisition in PeopleAdmin and include:
  - Administrative: Position description (existing reviewed/edited or newly created)
  - Newspaper or website advertisement
  - Requested media and posting sites
2. Once the PeopleAdmin requisition is completed, approvals are needed from the Dean or Director, Provost, and Budget Director.
3. Human Resources (HR) recruiter will email the Search Committee Chair any advertisement queries or suggested changes for approval; if none, HR emails confirmation when advertisement(s) are placed.

#### **SELECTING CANDIDATES FOR INTERVIEWS**

4. Prior to inviting candidates to campus for interviews, the college dean must forward paperwork to the Provost's Office for review and approval. The Dean's office completes an Interview Approval Form or memo and attaches:
  - a. Candidates' original Faculty & Administrative Staff employment application. Application must be completed by applicant in all sections, without "see résumé" or "see attached" notations. This form provides authorization 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 section "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.

The 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 Compensation and Immigration Analyst of HR 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 a contract letter will be issued.
- d. Verification that a 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 are to include those who are listed as “personal references” as well as current employment supervisor(s), though review “Item 4, Section a., second paragraph” above. Search committees should also, when possible, check “non-indicated” references.

- 5. Dean forwards original paperwork to Provost’s Office 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 the candidate then forwards to the Provost for approval. 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 request a background check for the candidate by providing the name, position to be offered, and state(s) of residence/work for the last 5-10 years.

HR conducts a 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.

A recommendation/summary of the search committee must be completed by the search committee chair and forwarded to the Provost’s Office with the dean’s “Intent to Hire” memo.

**NOTE:** Employment position must be posted for 30 days and all qualified candidates applying in that period are given consideration before verbal offer of employment made to a candidate, unless permission from President has been obtained for a shortened search. A shortened search must be posted for at least 8 working days and all qualified candidates applying in that period are 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: Reference letters are accepted only in the initial stages of the process and are not sufficient to satisfy the due diligence requirement.

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 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. Dean completes all sections of the Faculty Qualification Document for faculty who will teach undergraduate and/or graduate courses. Once completed, the original document will be forwarded with all original hiring paperwork to the Provost's Office.
10. Once negotiation with the candidate is concluded, the dean prepares a "Recommendation to Hire" memo and forwards to the Provost, including:
  - ♦ Full position title
  - ♦ Contract type
  - ♦ Start date
  - ♦ Starting salary
  - ♦ Years of tenure credit (if applicable)
11. Payroll notification including the starting year of academic or fiscal assignment (omitting position control number which is later assigned by HR) is prepared by college administrative assistant/associate and forwarded to the Provost's Office.
12. The hire of part-time faculty must include a vita/résumé, original employment application, and original transcripts indicating highest degree, together with start/end dates, course numbers, and fund. This documentation is sent directly from the college to Human Resources.