

Approval Process for Hiring Academic Staff

Communication Guidelines

Notice of Position Vacancy

1. For existing positions, incumbent employee voluntarily or involuntarily separates from EKU. Hiring official (department chair/director) receives a retirement/ resignation letter, completes Separation Notice and PAF, and sends the separation packet to Associate Provost.
2. Associate Provost sends the separation packet to Human Resources.

Approval to Fill Vacancy

3. The hiring official (department chair/director) seeks approval from the dean to fill the vacant position.
4. Upon discussion with Associate Provost, the dean is given approval to post the position—providing the funds are available, the appropriate salaries and credentials are identified, and the position is strategic/critical to the unit's success.
The Academic Affairs Budget Analyst will notify via e-mail HR, Budgeting, the Dean, and Chair that the position is approved for posting and can move forward on OES.
5. The dean communicates the approval to the hiring official (department chair/director), authorizing him/her to post the position on the OES.

Submitting the position through the Online Employment System (OES)

6. The hiring official (department chair/director) (or her/his designee) posts on OES a position announcement for a vacant position and submits the request to the department chair/director.
7. The hiring official (department chair/director) approves the posting (checking OES for accuracy) and submits the request to Human Resources for posting.
8. Human Resources verifies accuracy of submitted information on the OES and posts the position.
9. Advertisements are placed by HR in appropriate venues.
NOTE: The Employment Analyst will send via email a proof of the advertisement (to include: cost; run dates; deadlines for submission, etc). Approval of the proof from the hiring official is required before HR will run the advertisement.

Selecting A Candidate

10. Upon the close of the position from the web, the hiring official (department chair/director/departmental committee) screen applicants from the OES and determine which candidates to interview.
11. Hiring official (department chair/director/departmental committee) conducts interviews (phone, on-campus, etc.) and checks references.
12. Hiring official (department chair/director) submits candidate via OES for HR background check.

Obtaining Approval of Recommended Candidate

13. HR Employment submits position to EOO for candidate review.
14. EOO submits position to HR Compensation.
15. HR Compensation:
 - a. Verifies qualifications of candidate based upon submitted application
 - b. Prepares salary recommendation based on position details and candidate qualifications

- c. Sends the Salary Recommendation Form via email with a recommended salary to the Hiring Official (copies: Associate Provost; Dean)
 - i. If you agree with the recommendation, mark the "Hiring Official's" section accordingly.
 - ii. If you recommend an alternate amount, mark the amount on the form and give justification.
16. Hiring official (department chair/director) sends the signed salary recommendation form to the Associate Provost.
17. Associate Provost sends the approved salary recommendation form to HR.
In cases of considerable difference in the recommendations, the Associate Provost and HR will confer in order to arrive at an appropriate salary offer.

**NOTE: HR cannot move the recruitment process forward without the signed/approved Salary Recommendation Form.*

18. Upon receipt of the approved Salary Recommendation Form, HR Compensation forwards candidate to the Dean via OES.
19. Dean recommends candidate to the Office of the Provost via OES.
20. Office of Provost forwards to Financial Affairs for verification of funding via OES.
21. Upon Financial Affairs verification, position is forwarded to HR Employment via OES.
22. HR Employment sends email to hiring official (department chair/director) providing the following information (copies Dean and AA2):
 - a. Approved salary
 - b. Next available Start Date
 - c. Next available Orientation Date
 - d. Attached PAFAttached PAF should be prepared by the Dean's Office. (see step 26)

Making An Employment Offer

23. The hiring official (department chair/director) makes the offer to the candidate only when above steps have been completed.
Offer Letter Templates available at: www.hr.eku.edu/forms
24. Candidate accepts the offer. (If offer is declined, contact the HR Employment Representative for this position. HR will return position to hiring official for selection of another candidate).
Hiring official (department chair/director) determines which start date will work for candidate.
25. Hiring official (department chair/director) emails HR Employment to finalize orientation and start dates.
26. Dean's Office sends updated PAF to Associate Provost.
27. Associate Provost sends PAF to Human Resources.
28. The candidate is hired.

Finalizing the Employment Process

29. Upon receipt of the PAF, Human Resources sets up new employee in banner.
30. HR sends the new employee a welcome packet via mail.
31. New employee completes employment paperwork on his/her designated Payroll Election date (on or before first day of employment).
32. New employee attends orientation on his/her designated date.