

Approval Process for Hiring Full-Time Faculty

Communication Guidelines

Background Information

Faculty positions generally become available when a faculty member either resigns or retires. When the Provost's Office receives a request to fill a vacant position, a number of factors impact the hiring decision.

1. The approval to fill vacant positions is based upon:
 - a. Budget availability.
 - b. Strategic need.
 - c. Priority status.
 - d. Availability of qualified candidates.
2. Funding for the position must be identified and encumbered within Academic Affairs.
3. The appropriate salary range (using CUPA data, rank, and years of experience as guidelines) and the appropriate credentials must be determined for the position.

As the following steps illustrate, the Online Employment System (OES), our electronic applicant tracking system, is engaged only after discussions are held, approval is granted to fill a position, and the funds have been encumbered.

Notice of Position Vacancy

1. Chair receives a retirement or resignation letter, accepts the letter, and sends the letter to the dean.
2. The dean accepts the letter and sends it to the Associate Provost.
3. The Associate Provost accepts the letter and sends it to the President.
4. The President's Office keeps a copy of the letter and sends it to Human Resources (HR).
(Requests for RTP retirements require special agreement, and the source of funding must be identified.)

Approval to Fill Vacancy

5. The hiring official (department chair) seeks approval from the dean to fill the vacant position.
6. Upon discussion with the 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.
7. Financial Affairs is notified/consulted, and funding for the position is encumbered.
8. The dean communicates the approval to the hiring official (department chair), authorizing him/her to post the position on the OES.
9. The hiring official (department chair) contacts the Office of Equal Opportunity to schedule a Search Committee overview session.

Submitting the position through the Online Employment System (OES)

10. The hiring official (department chair) (or designee) posts via OES a position announcement for a vacant position and submits the request to the dean.
 - a. The hiring official via the OES, creates a "Guest User Account," which gives access to the position in the OES.
 - b. The hiring official sends the username/password to the Search Committee Members via email.
11. The dean's office approves the posting (checking OES for terms of appointment, minimum qualifications, etc.) and submits the request to Office of the Provost via OES.
12. The Office of the Provost verifies via OES the correct start date, terms of appointment, minimum qualifications, etc.

13. The Office of the Provost approves via OES the position to be posted and sends to the Equal Opportunity Office (EOO) for approval.
14. EOO reviews via OES the position summary, advertising plan, terms of appointment, etc.
15. EOO approves via OES the position and sends to Human Resources (Employment Analyst) for posting.
16. Advertisements are placed by HR in appropriate venues.
 - a. *NOTE: Recruitment Sources should be identified on the Requisition Details page of the OES when submitted.*
 - b. *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

17. Departmental committees screen applicants, determine which candidates to interview, and conduct reference checks.
18. Department chair/committee reports to dean short-list of candidates.
19. Departmental chair submits via OES the names of the candidates to be interviewed (short-list) to EOO.
20. Upon Short List approval, Departmental committees conduct interviews (phone, on-campus, etc.).
21. Departmental committee recommends candidate to the chair.
22. Department chair submits candidate via OES for HR background check.

Obtaining Approval of Recommended Candidate

23. Department chair recommends candidate to the dean and suggests an appropriate salary.
24. Dean reviews internal equity and available funding.
 - a. If necessary, the dean requests additional funding with the Associate Provost and Academic Affairs Budget Analyst.
 - b. Dean recommends candidate to the Office of the Provost via OES.
25. Office of the Provost
 - a. Verifies credentials listed on vita are appropriate for position.
 - b. Verifies recommended salary is within approved range and appropriate for years of experience and rank.
 - c. Approves position via OES.
 - d. Notifies hiring official to proceed with conditional offer.
26. Financial Affairs verifies funding via OES.

Making An Employment Offer

27. The hiring official (department chair) makes the offer to the candidate, contingent on the background checks.
28. The hiring official (department chair) and dean negotiate with candidate. (Approval to exceed the approved salary must be obtained from the dean and the Associate Provost.)
29. Candidate accepts the conditional offer.
30. HR confirms via email to hiring official (department chair) that candidate has cleared background check.
31. The hiring official (department chair) makes official offer to candidate.

**NOTE: In the case of a failed search, the hiring official (department chair) should notify HR Employment to cancel the search in the OES. Cancelling the search in the OES will trigger an email to applicants notifying them of the status of the position.*

Finalizing the Employment Process

32. Dean prepares a cover letter and Appointment Form for the new hire's and Associate Provost/Provost's signature.

33. New hire returns signed forms to dean.

Dean sends copy of signed cover letter and appointment form to department chair.

34. Dean sends Position Action Form (PAF) and signed Appointment Form to Associate Provost.

35. Associate Provost sends PAF and Appointment Form to Human Resources.

36. Upon receipt of the PAF and Appointment Form, Human Resources sets up new employee in banner.

37. Human Resources sends welcome letter to the new employee and notifies the employee to complete payroll and benefit paperwork (on a specified date).