“Working Draft” Hiring Faculty Procedures for Recruited Positions

This procedure applies to Academic Tenure Track and Non-Tenure Track positions. Depending upon the nature of intended assignments, this process may apply to lecturers. The Hiring Authority (HA) is typically the Department Chair, but may be the College Vice Provost and Dean (VPD) or Provost.

The HA or designee, shall not be a member of the Search Advisory Committee (SAC). The SAC Chair is the Hiring Manager (SACC/HM). In PeopleSoft, the individual assisting the HA with the eRecruit process is listed in the “Created By” section. To promote expediency, any and all of the steps outlined below may be completed electronically.

1. Hiring Authority (HA) completes the Hiring Faculty Approval Form (HFA) and sends to the College VPD (VPD) for approval. The VPD then forwards the HFA to the Provost Office for approval.

2. Provost Office returns the approved HFA to HA and VPD. If unapproved at any step, it is up to the HA to make any needed modification prior to resubmittal.

3. HA provides the VPD with an outline of the job announcement plan and the proposed SAC. The essential elements of the announcement plan should include:
   1. Proposed SAC and Committee Chair*
   2. Media/Posting Locations (websites, journals and list serves)
   3. Target Audience (minority, gender and etc.)
   4. Time Frame “apply by date” or “screening commencement date” required. The day after the apply by date/screening commencement date has passed, Institutional Equity, Diversity and Inclusion (IEDI) will provide material to the HA or designee appropriate for the consideration of a diverse applicant pool. You also need to include an “ending date” that position closes. (You can always repost – no longer allowed to post until filled.)
   5. Estimated salary and MoCode
   6. Estimated Start up

* SAC and SACC approved by both the VPD and Provost for TT’s; VPD approval only for NTT’s.

**NOTE: Human Resources Services (HRS) will assist with the ad, media/posting locations and target audience.

4. SACC/HM sends list of all approved committee members to the Provost Office, who will then ensure each member has completed the Diversity & Inclusion Training.

5. SACC/HM creates the job posting via eRecruit.

   **NOTE: The approved HFA form and the Job Announcement Plan must be attached in the Activity & Attachments section of the job posting and all members of the committee must be added in the interviewers section.

Please see Faculty Training Manual for creating and approving a job posting:
http://www.umsystem.edu/ums/hr/peoplesoft-hr/mst-recruit

6. HRS approves the job posting, posts the vacancy on higheredjobs.com. Recruiting may commence once the job posting is approved by HRS.

   **NOTE: Please ensure copies of advertisements are secured and sent to HRS. Please attach a copy of all printed ads to the Job Opening ID.
7. HRS will route applicants to the SACC/HM on a weekly basis. The SAC may then begin reviewing applications at the apply by date/screening date. (No action should be taken rejecting/accepting applicants until the VPDs and Provost have approved.)

8. SAC completes the disposition of applicants. Disposition will include rejecting and recommending those to be interviewed after consultation with VPD’s, and including Provost for TT’s. SACC/HM enters reasons for not interviewing from the drop down options, which may include statements that the candidate lacks preferred or required credentials, etc. The HA will also require a more detailed explanation of rationale for recommending first round interviews. (semi-finalists). See attached template.

9. The SACC/HM notifies the VPDs of proposed semi-finalist candidates for telephone interviews. Required material includes summary of strengths of candidate, as well as copies of each of the candidate’s complete application including CV and statements of teaching and research. The VPD does NOT need CVs for NTT’s. VPDs send the list to the Provost’s Office with their comments for review. The Provost reviews the list along with information obtained from Institutional Equity, Diversity and Inclusion (IEDI) for final review and approval for phone interviews. This process is done via email off-line in addition to the on-line PeopleSoft process. Once IEDI receives the final approval from the Provost, the IDEI will notify all (Provost, VPDs and SACC/HM) that they have met HRS compliance standards and can proceed to interview.

10. VPDs and/or Provost reserve the right to require qualified members of underrepresented or protected populations be interviewed as semi-finalists/finalists. Rationale will be provided to the SAC, as necessary.

* Please refer to: Registry document to be added to HR website concerning recruitment of individuals from underrepresented groups.

11. Step 9 will be repeated for on-campus interviews of finalists.

12. SACC/HM coordinates interview schedule of on-campus finalists, in coordination with the appropriate HAs.

**NOTE: All candidates (Tenured/ tenue track) brought to campus should have a 30 minute interview with the VPD or their designee. (The Provost or designee may also request to visit with the candidates).

13. The SAC will forward its input, including a summary of strengths and weaknesses, to the HA, who determines the acceptability of each finalist and identifies the top candidate. The HA then seeks approval to hire the top candidate from both VPD and Provost.

**Note: The SAC shall not attempt to rank the semi-finalists nor attempt any similar form of preferences.

**Note: The acceptability of any candidate is in reference to their meeting of basic qualifications—it should not be used as an attempt to rank candidates through other means.

14. With approval from the VPD and Provost, the HA contacts approved candidate. The SACC/HM will be responsible for coordinating with the HA to extend offers sequentially following the approved ranked list, while keeping the VPDs informed of the status of negotiation by email. During these conversations, remember that all statements must include “contingent on background check.” If interested, the candidate must verbally confirm if they are eligible to work in the U.S.

**NOTE: It is at this time the SACC/HM determines if an H1-B is needed for the finalists.

H1-B Resources can be found here: http://hraadi.mst.edu/hr/h1b/
15. The HA should begin to discuss the terms of the offer with the candidate during the interview process should an offer be extended. (These communications need to be attached to the job). Pre-hire negotiations may occur between candidate and HA within allowed boundaries. Candidates will be referred to the HA.

16. The HA must obtain VPD and Provost approval of the final offer. When the candidate unofficially accepts the offer via email, the HA should send a confirmation email to the candidate outlining the agreement. The HA can prepare the offer letter using the details in the content of the confirmation email.

17. HA sends the original offer letter and the fully executed startup package, if applicable, to the VPD, who will route it to the Provost. The offer letter needs to be approved by the IDEI Office.

**NOTE: The offer letter should include teaching, research and service expectations, and salary, moving expense allowance with link, and any other compensation or benefits, including detailed startup amounts.**

**NOTE: Offer Letter templates will be available soon on the HRS and Provost’s Website.**

18. SACC/HM completes the job offer in eRecruit. The SACC/HM attaches a copy of the confirmation email. After building the approval tree, the hiring manager approves the offer which sends the final offer and terms to the VPD, the Provost, IDEI Office and HRS, in order.

19. VPD and Provost reviews and approves the final offer letter and startup package before allowing the offer to continue through the eRecruit offer approval process.

**Note: Prior notification of VPD and Provost of terms of the offer letter can greatly expedite these steps.**

Please see Faculty Training Manual for creating and approving a job offer: http://www.umsystem.edu/ums/hr/peoplesoft-hr/mst-recruit

20. HRS reviews and approves the offer in eRecruit ensuring appropriate attachments are uploaded. An automatic notification will be sent to the hiring manager when the offer is approved in eRecruit. The HM will then notify the HA and VPD.

21. HRS emails official final offer letter to candidate and copies Provost Office, HA and Budget office. Include cover letter and list of appropriate I-9 documents.

**NOTE: We will use the electronic Appointment Notification Form. It will be sent with the onboarding documents when the ePAF is created.**

**If questions or clarification of the offer is needed, candidates will be referred to the HA, who can work with the VPD and/or Provost as needed, to confirm allowable changes to final offer.**

22. HRS receives the signed offer letter from the candidate. HRS will send copy of letter to HA and VPD.

23. If a non-immigrant Visa (i.e. - H1-B) is required for employment authorization, the HA initiates coordination with HRS for H1-B or the HA initiates coordination with Office of International and Cultural Affairs for an F1 OPT or F1 OPT STEM Extension.

24. HRS requests background check through HireRight.com.

**NOTE: This takes from 2 business days to 3 weeks.**
25. Once background check is completed, HRS saves CBC and uploads to the ePAF when candidate is prepared for hire.

26. HRS prepares application for hire.

   **NOTE: The ePAF is auto-created during this process. The ePAF is placed on hold by HR and the onboarding email is sent automatically to the candidate. Hiring authority is urged not to touch the ePAF.

27. HRS reviews ePAF and adds specific details of hire before submitting.

28. Candidate attends orientation with HRS to present I-9 documents and complete the eVerify process. Candidate also attends Benefits orientation with HRS.

29. The posting in eRecruit is automatically closed once the applicant has started work.