

Hiring Faculty Procedures for Recruited Positions Checklist (11/1/2019)

This procedure applies to all academic faculty hires. The Hiring Authority is typically the department chair or center director, but may be the College Dean or the Provost. The Office of the Provost will notify the Chief Equity Officer or designee if position to be filled is a Signature Hire under the S&T Strategic plan or if there is deviation from the typical Hiring Authority role.

The Hiring Authority, or any of the Hiring Authority's designees, shall NOT be members of the Search Committee. The Search Committee Chair is the Hiring Manager. When there are rare and extenuating circumstances, the Hiring Manager may serve on the Search Committee with prior approval from the college dean. In such cases, the college dean will be designated as the Hiring Authority during the recruitment process. The dean of the college must notify the Provost in advance of granting the special circumstance. In PeopleSoft, the individual assisting the Hiring Authority with the eRecruit process (usually a staff person from the department) is listed in the "Created By" section. For expedience, the steps outlined below may be completed electronically. **In eRecruit (under Interested Parties) include your Fiscal Manager, Budget Office, and Provost's Office for each position.**

This checklist must be provided to the Hiring Authority and all members of the Search Committee.

CHECKLIST RESPONSIBLE PARTIES

- _____ 1. The Hiring Authority completes the Hiring Faculty Approval Form (HFA). The top section of the form must be completed for faculty positions titles TT, NTT, FT ranked/unranked and part-time/temporary. The additional justification section must be completed for titles; adjunct faculty, postdocs, visiting scholars in addition to part-time temporary.

- _____ 2. Signatures required for approval.
 - _____ 2a. Approval for Tenure/Tenure Track positions must be approved by both the College Dean and the Provost.
 - _____ 2b. Approval for Non-tenure Track positions must be approved by the College Dean (as defined by the Faculty Position Title Sheet).
 - _____ 2c. Approval for Full-time benefit eligible or Full-time, unranked positions must be approved by both the Department Chair and College Dean.
 - _____ 2d. Approval for part-time and temporary positions must be approved by the Department Chair.
 - _____ 2e. All positions and (where applicable) Search Committee rosters must be approved by the Chief Equity Officer or designee and Human Resources. (Please be conscious to make search committees diverse. Please note that all search committee members must take or have taken the Compliance and Bias Awareness Workshop within the year preceding before serving on search committees).

- _____ 3. Job postings will be reviewed and approved by the Chief Equity Officer or designee and Human Resources. The Chief Equity Officer or designee may revise the posting to reflect more inclusive language (see next page). Human Resources then sends the approved HFA to the Hiring Manager and the person responsible for eRecruit. Upon receiving the approved HFA, the person responsible for eRecruit creates the job posting.

The following shortened AA/EEO verbiage must be included in all job advertisements where a specific word count is a requirement. "Missouri S&T is an AA/EEO employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability or status as a protected veteran. Females, minorities, and persons with disabilities are encouraged to apply. The university participates in E-Verify. For more information on E-Verify, please contact DHS at: 1-888-464-4218."

The following language may also be inserted, and committees are encouraged to include:

- "Candidates will be encouraged to describe how diversity issues have been or will be brought into their courses."
- "Candidates are encouraged to describe previous activities mentoring minorities, women or members of underrepresented groups."
- "Applicants are encouraged to describe in their letter of intent how their scholarship contributes to building and supporting diverse communities."

Note: All postings placed by Human Resources will contain the full anti-discrimination AA/EEO statement which can be found under Comments in the academic template within eRecruit.

The approved HFA must be attached in the Activity & Attachments section of the job opening ID and all members of the committee must be added in the interviewers section.

In eRecruit (under Interested Parties) include your Fiscal Manager, Budget Office, and Provost's Office for each position. *Check Contact List for appropriate names.*

Below is the link for the processes for creating and approving a job posting and "General Resources for Every Campus"

<https://www.umsystem.edu/ums/hr/peoplesoft-hr/recruitadmin>

3a. Using eRecruit, the job posting is approved by the Hiring Manager, then the Chief Equity Officer or designee, and then Human Resources, who will ensure that the job ad matches the language on the HFA and verifies the target audience. **(Positions should not be posted more than one year.)**

If no revisions are necessary, Human Resources approves the job posting and publishes the posting on the S&T website, higheredjobs.com, jobs.mo.gov, and the S&T posting appears on hercjobs.org. Once posted, widespread recruitment may commence. Additionally, to broaden the diverse applicant pool, the following efforts should be considered:

- 1) Advertisements in selected media directed to potential minority, female, disabled and veteran applicants. Examples of appropriate media include the Modern Language Association Job List, Diverse Issues in Higher Education, and other publications of academic associations;
- 2) Contacting established minority, female, disabled and/or veteran scholars in the discipline through networking and professional associations to encourage applications

of eligible candidates; actively soliciting nominations from individuals, agencies, organizations and professional associations, including campus-based groups, working on behalf of minority persons, women, disabled persons, and veterans. The Chief Equity Officer may provide specific venues for recruiting.

4. The Chief Equity Officer or designee will ensure that the Search Committee has been advised on the importance of diversity as well as the legal requirements on conducting a job search which is both compliant with the law and strives to broaden faculty diversity. This should include:

- a) Encouraging the creation of diverse search committees, including, where possible, women, underrepresented racial and ethnic minorities, and members of other underrepresented groups.
- b) The Chief Equity Officer or designee appoints an ex officio member to the search committee as a diversity advocate to help ensure that the search is consistent with best practices in faculty search and hiring and that it gives due consideration to all candidates.
- c) Encourage campus leadership responsible for hiring to meet with the committee at beginning of search process to reinforce, consistent with the law, the importance of diversity and goal of identifying outstanding women, underrepresented racial and ethnic minorities, or members of other underrepresented groups as candidates for the position, and to reiterate selection criteria.

5. Human Resources will route applications to the Hiring Manager on a weekly basis. The Search Committee may begin reviewing applications after the screening commencement date listed on the HFA.

6. The Search Committee assembles an unranked list of semi-finalists recommended for first-round interviewing, including rationale statements that support choosing each individual.

6a. The Hiring Manager submits this unranked list of semi-finalists, accompanied by the rationale statements and copies of each candidate's complete application, including CV and statement(s) of teaching and research (as applicable) to the Hiring Authority, who sends to the College Dean and/or Provost.

6b. The College Dean and/or the Provost will review the list and select tier 1 and tier 2 candidates to interview. The individual assisting the hiring authority must email the Chief Equity Officer or designee at affact@mst.edu to receive approval for all interviews (phone and on campus). The Chief Equity Officer may approve the list, reject the list, or offer additional names for interview consideration. In some circumstances, the Chief Equity Officer may require further recruitment efforts before proceeding with the process. The individual assisting the hiring authority must upload the interview approval documentation in PeopleSoft.

6c. After receiving final approval from the College Dean or Provost, the Hiring Manager submits the final list of semi-finalists to the Chief Equity Officer or designee. The Chief Equity Officer or designee will notify the Provost, College Dean, and Hiring Manager when the committee can proceed to interview.

- _____ 6d. The Hiring Manager dispositions the applicants, which includes recommending those to be interviewed and rejecting others based on options found in the drop-down menu in eRecruit.
- _____ 7. Step 6a-d will be repeated for recommendation for on-campus interviews of finalists.
- _____ 8. The Hiring Manager coordinates interview schedules of on-campus finalists. ***Note:** All T/T finalists brought to campus should have a 30 minute interview with the College Dean or designee. (The Provost or designee **may also request** to visit with the finalists.)
- _____ 9. After the conclusion of the on-campus interviews, the Search Committee will forward a summary of the strengths and weaknesses of all finalists to the Hiring Authority. ***Note: The Search Committee shall not rank the semi-finalists nor convey any similar form of preference.** The Hiring Authority then seeks approval to hire the first- choice finalist from the College Dean. The College Dean will convey his or her approval to the Hiring Authority, and forward this recommendation to the Provost (when required) and the Chief Equity Officer or designee.
- _____ 10. After securing approval from the College Dean and Provost (when required), the Hiring Authority contacts the first-choice finalist to extend an unofficial offer and discuss potential terms of that offer. If interested, the candidate must verbally confirm that he or she is eligible to work in the U.S.; or make known that assistance will be needed to meet eligibility requirements. ***Note:** It is at this time that the Hiring Manager determines if an H1-B is needed to hire this individual. H1-B resources can be found here: http://hr.mst.edu/talent_acquisition/work_authorization/
- _____ 11. After the candidate unofficially accepts an offer via email, the Hiring Authority drafts the offer letter and a [Memorandum of Understanding \(MOU\)](http://provost.mst.edu/fachiringprocedures) for a start-up package (see <http://provost.mst.edu/fachiringprocedures>), and then submits these documents to the College Dean for approval. The College Dean will convey his or her approval of the content of these drafts to the Hiring Authority, and forward the approved documents to the Provost for final approval. The Provost will convey his or her approval of the content of these documents to the Hiring Authority.
- _____ 12a. After securing approval from the College Dean and Provost, the Hiring Authority emails the offer letter to Human Resources for approval of the language of these documents (HR does not need the MOU). Human Resources will review the language for correctness, and return the approved documents to the Hiring Authority.
- _____ 12b. The Hiring Authority will sign the approved offer letter and MOU, if applicable, and then send them to the College Dean for signature. The College Dean will sign and then route the documents to the Provost, if applicable, or send them back to the Hiring Authority. If the Provost must sign the letters, then he or she will then return them to the Hiring Authority. ***Note:** *This step may be fulfilled electronically, through digital scans, or by using hard-copy documents.*
- _____ 13a. Once the offer letter and MOU (if applicable) are signed by all necessary parties, the person responsible for eRecruit completes the job offer, uploads the signed offer letter and MOU, and attaches a copy of the confirmation email in the Activity and Attachment section of eRecruit.

_____ 13b. The approval tree should not be built until the approved, signed letter and MOU are received. After building the approval tree, the Hiring Manager approves the offer which routes the final offer and terms to the Chief Equity Officer or designee, and then to Human Resources.

See Missouri S&T Faculty Training Manuals for creating and approving a job offer:
<https://www.umsystem.edu/ums/hr/peoplesoft-hr/recruitadmin>

_____ 14. Human Resources approves the final executable letter of hire and MOU (attached in eRecruit). Human Resources will notify the Hiring Manager, the Hiring Authority, the College Dean, and the person responsible for eRecruit when these documents are approved in eRecruit.

_____ 15. Human Resources emails the cover letter, the final executable letter of hire, and the list of appropriate I-9 documents to the finalist and copies the Provost (when required), the College Dean, the Hiring Authority, the Budget Office and the appropriate fiscal manager.

**** If questions or clarification of the offer is needed, candidates will be referred to the Hiring Authority, who can work with the College Dean and/or Provost as needed, to confirm allowable changes to final offer. If changes are made to original offer letter, an entirely new offer letter is required.**

_____ 16. Human Resources receives the signed letter of hire from the candidate and uploads to eRecruit. Human Resources will send an email to the Hiring Authority, the Hiring Manager, the College Dean, and the Provost (if applicable) stating if the candidate has accepted or declined.

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

Items 17-22 refer to the Human Resource Process for Recruitment

_____ 17. Human Resources requests a background check.
***Note:** This can take anywhere from 2 business days to 3 weeks.

_____ 18. Once the background check is completed, Human Resources will save the Criminal Background Check (CBC) and upload this to the ePAF.

_____ 19. Human Resources prepares the application for hire. ***Note:** The ePAF is auto-created during this process. The ePAF is placed on hold by Human Resources and the onboarding email is sent automatically to the finalist. The Hiring Authority and the person responsible for eRecruit are urged not to touch the ePAF.

_____ 20. Human Resources reviews the ePAF and adds specific details of the hire before submitting.

21. Newly hired faculty members will attend a scheduled 30-45 minute appointment with Human Resources to present I-9 documents and complete the eVerify process. New Faculty are also encouraged to attend a Benefits orientation with Human Resources.

22. The posting in eRecruit is automatically closed once the newly hired faculty member starts employment. <https://hr.mst.edu/total-rewards/>.

Signature Requirements: