

CAS ACADEMIC DEPARTMENT HIRING PROCEDURES FOR FACULTY POSITIONS

Effective Date: 9-27-16

<u>Process</u>	<u>Tenure-Track</u>	<u>Non-TT Full Time</u>	<u>Adjunct (part-time)</u>
<p>Department submits request to the Dean</p> <p>To re-open failed search, where criteria has <i>not</i> changed, submit request via a memo attached to copy of original request.</p>	<p>Use <u>Tenure-Line Faculty Position Request</u> template for replacement position or new position</p>	<p>Use <u>Full-Time, Non-Tenure Line Faculty Position Request</u> template</p>	<p>Depts are expected to live within their part-time faculty base budgets for delivery of their regular curriculum. The following process must be followed to receive additional funds for part-time support.</p> <p>E-mail of Request</p> <p>E-mail should include:</p> <ul style="list-style-type: none"> ▪ rationale ▪ # courses and term(s) ▪ salary requirements
<p>Department receives written authorization from Dean to initiate University hiring request process.</p>	<p>Yes</p>	<p>Yes</p>	<p>via e-mail</p>
<p>Department drafts faculty position description with duties and responsibilities and determines required and preferred qualifications for the position, then drafts job advertisement consistent with position and qualifications. Department identifies search committee members.</p>	<p>Yes</p> <p>Note: Search committee must include a faculty member external to the department.</p>	<p>Yes</p>	<p>No</p>
<p>Dean's Office calls meeting of dept chair, search committee chair, and reps from HR, AA, Provost's Office, and Dean's Office to discuss nature of search and diversity issues (search committee formation, position description, ads, venues for ads and interviews).</p>	<p>Yes</p> <p>Department chair must provide draft of position description, required and preferred qualifications, and draft job advertisement for pre-search meeting attendees.</p>	<p>Yes</p> <p>Department chair must provide draft of position description, required and preferred qualifications, and draft job advertisement for pre-search meeting attendees.</p>	<p>No</p>
<p>Department committee finalizes position description and committee membership.</p>	<p>Yes. Committee must include a faculty member external to the department.</p>	<p>Yes</p>	
<p>Department Chair logs into PeopleAdmin (jobs.udayton.edu/hr) and selects "position management" and Department Head/Chair usertype. Background header should turn orange. If creating an entirely new faculty line, create a new faculty position; if replacing an existing line, you will modify an existing position. You can also "clone" existing positions (i.e., a lecturer position). Set up so that the search committee chair is the "Applicant Reviewer."</p> <p>Attach the job advertisement to</p>	<p>Yes</p> <p><i>National Search Required</i></p>	<p>Yes</p> <p><i>Search area to be determined in consultation with Office of Compliance and Affirmative Action.</i></p>	<p>Yes</p> <p>Use people admin only if you need to search for possible adjunct faculty members. (If you know who you want to hire, you do not need to post in people-admin.)</p>

<u>Process</u>	<u>Tenure-Track</u>	<u>Non-TT Full Time</u>	<u>Adjunct (part-time)</u>
PeopleAdmin as supplemental documentation.	Yes	Yes	N/A
After reviewing position in PeopleAdmin, “take action on action” to send the position description to the Dean’s Office for review, approval, and forwarding to the Associate Provost. Add it to your “watch list.”	Yes	Yes	Yes, if need to post.
After approval from OCAA, department receives e-mail authorization from Associate Provost’ office with link to posting and passwords for accessing PeopleAdmin.	Yes	Yes	Yes
<p>After search closes, committee determines “Ratings” for all applicants, based on required and preferred qualifications. Once assigned, these RATINGS DO NOT CHANGE throughout the search process. A candidate advances when the search chair changes an applicant’s status. (See instructions on people/admin home page for how to screen and rate applicants and move them through the workflow.)</p> <p>Search chair (“Applicant Reviewer”) changes applicant status to “request telephone interview” or as appropriate to the search. Upon completion of this ratings and changing status of those you wish to interview, e-mail OCAA (aa@udayton.edu, cc: Patsy Bernal-Olson) and ask for approval to interview candidates. Include the posting number in your correspondence. Copy Maura Donahue.</p>	Yes	Yes	<p>Only if searching in peopleadmin.</p> <p>Only if searching in peopleadmin.</p>
<p>After phone/teleconference/conference interviews, Applicant Reviewer changes status of up to 3 advancing candidates to “request permission for campus interview.” Upon completion of this task, search chair e-mails OCAA, (aa@udayton.edu) informing them of the changes to applicant status in people admin, and asking for approval to interview candidates. Copy the department chair and Dean’s Office (Maura Donahue) on this e-mail.</p> <p>Candidates are invited to campus AFTER OCAA has approved the candidates for interviewing and the Dean’s Office schedules (Peggy Braner) and Provost’s office schedules (Jackie Estep) have been verified and confirmed.</p>	<p>The Dean's Office will print out the CV, teaching philosophy, etc. of 3 candidates.</p> <p>Departments are asked to provide--in individual folders with the candidate’s name and faculty position—the 3 signed letters of recommendation and the unofficial transcripts, if these materials have not been collected via PeopleAdmin.</p>	<p>The Dean's Office will print out the CV, teaching philosophy, etc. of 3 candidates</p> <p>Departments are asked to provide--in individual folders with the candidate’s name and faculty position—the 2 signed letters of recommendation and the unofficial transcripts, if these materials have not been collected via PeopleAdmin.</p>	Only if searching in peopleadmin.

<u>Process</u>	<u>Tenure-Track</u>	<u>Non-TT Full Time</u>	<u>Adjunct (part-time)</u>
Invited candidates are sent link to background check authorization form or given form during their visit by department.	Yes Signed form is returned to Associate Provost, zip +1626 or fax 937-229-3400.	Yes Signed form is returned to Associate Provost, zip +1626 or fax 937-229-3400.	Must be performed on all adjunct/part-time faculty who are new to UD (within the last 2 years). Attach background check authorization to paper PAF.
Candidates are interviewed by the Dean (or Associate Dean if Dean not available) and Associate Provost for Faculty & Administrative Affairs. Contact the Assistant to the Dean (Peggy Braner) and the Provost's office (Jackie Estep) to schedule before finalizing date with candidate.	45 minutes: CAS Dean 30 minutes: Assoc. Provost	30 minutes: CAS Dean 30 minutes: Assoc. Provost	N/A
Following the on-campus interview, the Dean (or Associate Dean) has a phone conversation with the department chair to discuss candidates; follow-up email will be sent to the department chair as needed.	Yes	Yes	N/A
Department selects candidate for position and completes the Hiring Proposal within PeopleAdmin. The proposal includes a <u>Narrative Interview Summary</u> that is attached electronically to the proposal. Take Action on Action to send the Hiring Proposal to the Dean's Office for review and forwarding to the OCAA, who then forwards to Associate Provost.	Yes Departments should consult with Dean before completing hiring proposal.	Yes Departments should consult with Dean before completing hiring proposal.	No There is no need to do the Hiring Proposal in PeopleAdmin. Contact Maura Donahue or Cathy Emley to approve salary for new adjunct. Complete a paper PAF for the new hire and send it to the Dean's Office for processing.
Department is told by e-mail (with a cc to the Dean) that the Associate Provost's Office and OCAA have approved the hire.	Yes	Yes	N/A
If candidate selected by Department is approved by Associate Provost's Office and the OCAA, the Department Chair contacts candidate and makes a verbal offer at the approved salary, contingent upon candidate passing background check. ALL conversations and negotiations should be handled through the Department Chair in consultation with the Dean.	Yes	Yes	Department chair contacts candidate.
When the candidate verbally accepts the position, a DRAFT of the offer letter is sent by the Dept. Chair to Maura Donahue. Maura will make first round	Yes	Yes	Department chair generates offer letter, which may be an e-mail. Copy Maura Donahue

<u>Process</u>	<u>Tenure-Track</u>	<u>Non-TT Full Time</u>	<u>Adjunct (part-time)</u>
of edits and clarifications with dept chair before sending revisions to Jason Pierce. After the Dean's review, the letter is sent by the Dean to the Associate Provost.			on e-mails hiring new adjunct faculty (for budgetary reasons).
After the Dean informs the Dept chair that Dean and Associate Provost have approved the offer letter, the Dept Chair sends the letter to the candidate for signature.	Yes	Yes	N/A
After receiving the signed letter back from the candidate, the department makes two copies of the signed letter, keeps one of the copies, sends the other copy to Peggy Braner in the CAS Dean's office (+0800), and sends the original to the office of the Provost (attn. Amy Askren, +1634).	Yes	Yes	N/A
When candidate verbally accepts position, a background check will be conducted by the Office of the Provost. This is also the appropriate time for the chair to ask if there are any additional employment eligibility issues that need to be addressed such as visas. If so, the chair notifies OCAA that action will be needed after the faculty contract is signed by the candidate.	Yes	Yes	Attach background check authorization to paper PAF.
Department is told by e-mail from Office of the Provost (with a cc to the Dean) that the candidate has passed the background check. (No news is good news.)	Yes	Yes	Yes
Official faculty contract is sent by the Associate Provost's Office upon receipt, from the Department, of the signed appointment letter. Contract information including the mailing address will be taken from the department's letter of offer.	Yes	Yes	N/A
If candidate is ABD and if Associate Provost has agreed to the hire , the following stipulation must be placed in the departmental appointment letter and on the contract: "Salary will change to \$XX,000 if verification of Ph.D. does not occur by August 16, 20XX. Continuation in this position beyond one year is dependent upon Ph.D. being completed by December 31, 20XX."	Yes	No	N/A
If a candidate has not received the contract/letter within ten full working days from the time the offer letter was delivered to the Associate Provost's Office, the chair should notify the Dean's Office who will	Yes	Yes	N/A

<u>Process</u>	<u>Tenure-Track</u>	<u>Non-TT Full Time</u>	<u>Adjunct (part-time)</u>
contact the Associate Provost's Office.			
Does Department need to initiate a “New hire” PAF ?	Department does NOT have to initiate a PAF. (After receipt of signed contract and cleared background check, the Provost’s office finishes the hiring process in PeopleAdmin with an electronic PAF which transfers the applicant into Banner.)	Department does NOT have to initiate a PAF. (After receipt of signed contract and cleared background check, the Provost’s office finishes the hiring process in PeopleAdmin with an electronic PAF which transfers the applicant into Banner.)	Yes – Department initiates a paper PAF. Attach to the “new hire” adjunct faculty PAF: <ul style="list-style-type: none"> ▪ completed background check authorization form ▪ CV ▪ 2 original letters of recommendation New adjunct faculty who are UD employees in another dept need a CV and the additional employment form completed. Non-exempt employees may not teach classes without permission from the Dean.
Employee must complete new employee paperwork. Employee must appear at HR to complete the I-9 process to establish identity and authorization to work in the U.S. E-verify must occur within 72 hours of the first day of work for pay! For reference, see: http://www.uscis.gov/files/form/i-9.pdf	Yes	Yes	Yes

Notes:

As per the faculty handbook, search committees are to keep minutes of their meetings. These minutes are “discoverable evidence” in the event of a lawsuit over a search. Please keep this in mind.

Extensive information and help in hiring is available on the Associate Provost’s website: <http://www.udayton.edu/provost/facadminaffairs> Click on the “Faculty Hiring” tab.

Department chairs and search committees should include opportunities for interaction with their Equity Advisor.

Search committees should develop an evaluation instrument that will be used to evaluate every applicant in the pool. The evaluation instrument must use the criteria of the required and preferred qualifications of the position.

All persons involved in the hiring process should review the “What NOT to ask when Interviewing Candidates” guideline found on the HR website. http://www.udayton.edu/hr/_resources/documents/staffing/Interview_Questions.pdf

The Narrative Interview Summary must reference the extent to which each candidate who has been interviewed on campus for a faculty position has met the required and preferred qualifications (with special emphasis on qualifications that were dispositive for selection of the top candidate), and how the search committee verified that the qualification has been met.

When the selected candidate has returned signed offer letter, department administrative assistant should initiate a workorder through Facilities Management (<http://workorder.udayton.edu>) to get new keys made for the new faculty member. After the new faculty member has obtained his/her UD ID (from the Powerhouse), he or she may pick up their keys from the Key Distribution Office in Fitz Hall.