

CAS ACADEMIC DEPARTMENT HIRING PROCEDURES FOR FACULTY POSITIONS

Effective Date: 9-3-14

<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>	Use <u>Tenure-Line Faculty Position Request</u> template for replacement position or new position	Use <u>Full-Time, Non-Tenure Line Faculty Position Request</u> template	<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
Department receives written authorization from Dean to initiate University hiring request process.	Yes	Yes	via e-mail
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.	Yes	Yes	No
	Note: Search committee must include a faculty member external to the department.		
Dean's Office calls meeting of dept chair, search committee chair, and reps from HR, AA, Provost's Office, Diversity Initiatives, and Dean's Office to discuss nature of search and diversity issues (search committee formation, position description, ads, venues for ads and interviews).	Yes	Yes	No
	Department chair must provide draft of position description, required and preferred qualifications, and draft job advertisement for pre-search meeting attendees.	Department chair must provide draft of position description, required and preferred qualifications, and draft job advertisement for pre-search meeting attendees.	
Department committee finalizes position description and committee membership.	Yes. Committee must include a faculty member external to the department.	Yes	
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."	Yes	Yes	Yes
	<i>National Search Required</i>	<i>Search area to be determined in consultation with Office of Compliance and Affirmative Action.</i>	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.)
Attach the job advertisement to PeopleAdmin on the supplemental documentation (as a memo).	Yes	Yes	N/A

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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 with link to posting and passwords for accessing PeopleAdmin.	Yes	Yes	Yes
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.) 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 (Patsy Bernal-Olson) and ask for approval to interview candidates. Include the position # in your correspondence. Copy Maura Donahue.	Yes	Yes	Only if searching in peopleadmin. Only if searching in peopleadmin.
After phone or 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 , 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. Candidates are invited to campus AFTER OCAA has approved the candidates for interviewing and the Dean’s Office schedules (Peggy Braner) have been verified.	The Dean's Office will print out the CV, teaching philosophy, etc. of 3 candidates. 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.	The Dean's Office will print out the CV, teaching philosophy, etc. of 3 candidates 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.	Only if searching in peopleadmin.
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.

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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 to schedule before finalizing date with candidate.	45 minutes: CAS Dean 30 minutes: Assoc. Provost	30 minutes: CAS Dean If Assoc Dean interviews candidates, an evaluation of the candidates will be sent by e-mail to the dept chair and dean. 30 minutes: Assoc. Provost	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. 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 appointment letter indicating the terms of the appointment is sent by the Dept Chair to Maura Donahue and Paul Benson. After the Dean's review, the letter is sent by the Dean to the Associate Provost. After the Dean informs the Dept chair that Dean and Assoc. Provost have approved the offer letter, the Dept Chair sends the letter to the candidate for signature. The letter should be returned to the CAS Dean's office; 45469-0800. Dean's Fax # is 937-229-2615.	Yes	Yes	Department chair generates appointment letter, which may be an e-mail. No need for review by the Dean or Associate Provost.
The candidate returns a signed copy of the letter to the CAS Dean's office. Dean's office informs Department of receipt of signed letter, sends a physical copy to the department, and places a copy in the faculty member's file in the Dean's office. The Dean sends the original signed offer letter to the Associate Provost.	Yes	Yes	Candidate returns signed copy to Dept. Chair.

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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 <u>visas</u> . If so, the chair notifies OCAA that action will be needed after the faculty contract is signed by the candidate.	Yes	Yes	N/A
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 Dean's office) 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 department letter was delivered to the Associate Provost's Office, the chair should notify the Dean's Office who will contact the Associate Provost's Office.	Yes	Yes	N/A
On the 15th of every month, the Associate Provost's Office will send all signed copies of contracts for the previous month to the Dean's Office. The Dean's Office will forward a copy to the chairperson.	Yes	Yes	N/A
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

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			only. They do not need letters of recommendation. If adjunct faculty member is a non-exempt employee in another UD dept, contact Associate Dean before processing of PAF.
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 green “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, 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 CPC.