TEACHER SCHOLAR
HIRING MANUAL
Employment Procedures For Hiring
Teacher Scholar Students

The purpose of these procedures is to establish an orderly and consistent process for the recruitment of qualified applicants for Southeastern Louisiana University. Selection of faculty and staff is one of the most important factors contributing to the success of Southeastern. It is the intent of these procedures to provide as much flexibility to the individual recruiting units as possible, as long as their recruitment is consistent with generally accepted management principles and legal guidelines. It is our hope that providing an outline of the hiring procedures and policies to be followed in the hiring process will make the process easier and more clearly defined.

EQUAL OPPORTUNITY

1. General Statement

It is Southeastern's policy not to discriminate on the basis of race, color, creed, sex, national origin, age, or disability in its admission and recruitment of students, educational programs and activities, or employment policies. The University, in its relationship with students, faculty, and staff, always treats with absolute fairness all those who apply for membership in the Southeastern community.


2. Equal Opportunity in Employment

The University takes affirmative action to ensure that the following are implemented at all levels of administration: recruit, hire, place, train, and promote all job classifications with regard to non-merit factors except where sex is a bona fide occupational qualification; identify and use existing talent and potential through upgrading and promoting present employees (all promotions
are based only on valid equal employment opportunity); and ensure that all personnel actions are administered without regard to race, color, religion, sex, age, national origin, veteran status, disability, or any other non-merit factor.

3. Equal Opportunity in Education

It is the policy of the University not to discriminate in its admission and recruitment of students. University policies affecting students are administered in a non-discriminatory manner with regard to the following: admission, recruitment, housing, and other facilities, access to course offering, counseling, financial assistance, employment assistance, health and insurance benefits and services, marital and parental status, athletics, and educational programs and activities.
THE HIRING PROCESS

THE APPLICANT POOL

For an applicant to be considered a qualified applicant, he/she must meet all minimum qualification requirements.

SCREENING APPLICANTS

The Director of the Center for Educational Services and Research will determine which applicants are eligible for the teacher scholar program.

RECOMMENDATIONS FOR EMPLOYMENT

Students accepted to the teacher scholar program (TSs) will be hired as employees of the University on an annual basis.

For each student new to the program, the Director will submit to the Human Resources Office a Recommendation for Employment (ROE), application, background check authorization, verification of personal references, and SF-10s.

Additional ROEs may be submitted as additional students are accepted into the program.

Students will not be processed for pay and must not begin off-site duties until the ROE is received in the Human Resources office and an orientation session is attended.

The dates of employment for TSs are July 1 through June 30 of each year.

TSs must be registered for classes each semester. Those not registered for classes are not eligible for employment.

TEACHER SCHOLAR ORIENTATION

All TSs must attend an orientation session to complete all required employment paperwork. Human Resources must view the students’ social security cards and
driver's licenses, and international students' passports, visas, I-94s, I-20s, and work permits, and a copy of these documents must be provided for the students' files.

All employees are required to utilize direct deposit for their payroll checks. Each must bring a voided check or a savings deposit slip and bank routing numbers for direct deposit.

CHECKOUT PROCEDURE

Exit check-out forms must be completed for every TS leaving his/her position at the time of leaving, whether no longer eligible, resigning or graduating.

Any Southeastern keys that may have been issued must be returned.

If the checkout form is not completed and/or time is not certified, a hold will be placed on the TSs last paycheck and/or transcript.

MISCELLANEOUS INFORMATION

TSs are paid monthly on the last working day of each month EXCEPT January and August. January checks will be issued February 15 and August checks will be issued September 15.

TSs must certify their time at the end of each pay period.

Human Resources must be notified immediately when a TS resigns or is terminated.
ONLINE TEXT

TIMELINE FOR PROCESSING TEACHER SCHOLARS

On or before June 15 of each year:

Submit a Recommendation of Employment (ROE) to the Human Resources Office listing the names of all students who will participate in the teacher scholar program the following year. Attach background check authorization, applications, verification of personal references, and SF-10s for each new TS.

Additional ROEs can be submitted for TSs hired after the initial ROE is submitted.

On or before July 1 of each year:

Submit exit forms for students who will no longer participate in the teacher scholar program. If an exit form is not received by this date, direct deposit will be canceled and checks held.

Before new TSs report to their respective schools:

ROEs must be received in the Human Resources Office and each new TS must attend an orientation session where employment paperwork will be completed and Southeastern policies and procedures will be presented.

At the close of each pay period:

TSs must certify their hours worked in TimeCentre.