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CHECKLIST FOR HIRING FULL-TIME FACULTY IN REGULAR POSITIONS (TENURE TRACK AND INSTRUCTORS)

Please direct questions to the Full Time Faculty Coordinator in the Human Resources Office at extension 5773. A full description of procedures for hiring full-time faculty and all hiring forms are available at the Human Resources Office website http://www2.selu.edu/Administration/Depts/HumanResources/hroepmenu3.htm.

Step 1. A department head must ensure that there is an existing position (line in the University budget) for a new faculty member. If not, a position must be created through the budget request process or an approved reorganization of an existing department. If approved, the Department Head and Dean will be notified in writing by the Provost and the Vice President for Administration and Finance with a copy to the Human Resources Office. The Human Resources Office will secure a position number and add the position to PeopleAdmin. The position will appear in the budget for the new fiscal year and in PeopleAdmin.

Step 2. When the department is ready to fill a new or existing position, the Department Head should start an action to "Advertise and Replace Existing Unclassified & Faculty Position" in PeopleAdmin. There is a "How Do I - Quick Sheet" to refer to if you have questions concerning this action.

Note: The Department Head needs to ensure that the official job code title and the business title are correct and that they match each other. If not, please call or email HR to update the position in PeopleAdmin before you begin the action.

In order to consider applicants who are ABD, the following wording should be used, "(Appropriate) degree in (relevant field) must be received by (date)."

Step 3. Once approval has been received, the Human Resources Office will submit the advertisement to the publications requested by the department and post the vacancy on the HR website. See Vacancy Announcements at www.selu.edu/hro. The advertisement will be placed in as timely a manner as possible. For an applicant to be considered a qualified applicant he or she must meet all minimum qualification requirements posted in the ad and submit a complete application package before the closing date or the extended closing date, if applicable. The application package should include a letter of application, resume, copies of official graduate transcripts (originals of all transcripts required if hired), and the names and contact information of three references.

Step 4. If the search committee has not already been appointed, the Department Head should appoint a search committee to proceed with the search process. An in-depth description of the search process (procedures for hiring full time faculty) is available on the Human Resources web page. All applicants for the position will receive a response through PeopleAdmin -- of the application with confirmation number when received and notification of their final status in the search. It is the department's responsibility to conduct reference checks. The search committee reviews applications to identify the best-qualified candidates to be interviewed. Telephone interviews and/or video conferencing may be used to narrow the field.

Step 5. The Department Head working with the Search Committee should verify that the top 3 finalists meet all SACS criteria for faculty qualifications. If there are any questions regarding whether a candidate meets SACS criteria, the Department Head should consult the Assistant Vice President for Academic Affairs, the University's SACS liaison officer. The Search Committee recommends the best-qualified candidates (generally up to three) to the Department Head.

Step 6. Up to three finalists may be invited to campus for an interview after references have been completed. Once the applicants to be interview have been identified, their status in PeopleAdmin needs to be change from "Under Review by Manager" to "Interview Pending". After the interview is complete the status should be changed to "Interviewed". This will ensure the information on 6.01 and 6.02 is correct.

The Department Head or Search Committee Chair must complete a Travel Authorization (TA) prior to any travel arrangements being made for the finalists. The Human Resources Office will cover travel costs for up to three candidates for operating fund positions. An in-depth description of the travel guidelines is located on the Human Resources Office web page.

Step 7. In conjunction with the Dean, the Department Head makes the final selection. The candidate must possess the terminal degree and/or other qualifications stated in the position advertisement. The conditional job offer extended by the department head must be at the approved rank and within the approved salary range. Any exceptions to the advertised qualifications, rank, or salary must be approved by the Dean and Provost prior to the conditional job offer being made. The Department Head's conditional job offer letter should state that the offer is subject to (a) a satisfactory background check, (b) the approval of the University President and University of Louisiana System Board of Supervisors and (c) the candidate's acceptance of the position should be in writing. A sample letter to be used in making a conditional job offer is located on the Human Resources Office web page. The letter of acceptance should become part of the department personnel file.

Step 8. The department head should submit a "Hiring Proposal" through PeopleAdmin. There is a "How Do I – Quick Sheet" to refer to if you have questions while completing the Hiring Proposal. Additionally, all official transcripts should be sent to Human Resources.

Step 9. After the conditional job offer is made and accepted, it is the responsibility of the new employee to ensure that all documents for which he/she is responsible have been submitted to the Human Resources Office and that all required paperwork has been completed. A new employee cannot be added to the Payroll system unless all required documents have been completed. The Department Head should inform the prospective employee of this.

Step 10. The Dean should complete the Accuracy of Personnel Appointment form with copies sent to the employee, Department Head, Provost, and the Human Resources Office.

Step 11. Once the Human Resources Office receives the completed Hiring Proposal, an appointment letter is prepared for the President's signature. The signed appointment letter is returned to the Human Resources Office for distribution and mailing.

Step 12. The new employee should visit the Human Resources Office prior to or within 24 hours of their first day of employment. The employee should select benefit packages and sign all needed paperwork at this visit. New employees need to bring their social security card, driver's licenses, birth certificates, and/or passports for U.S. Immigration and Naturalization Service requirements. They also should bring a voided check to be used for direct deposit into a checking account or a deposit slip for direct deposit into a savings account. All new employees are required to use direct deposit for their payroll checks. A copy of a birth certificate also is needed for retirement plan enrollment. (Employees should be aware that the Teachers Retirement System of Louisiana (TRSL) plan will be selected as the default retirement plan if the employee has not made a choice within 60 days of their employment date. In addition, employees not selecting a health insurance benefits package within 30 days of their employment date may be enrolled as a late applicant under certain conditions.) The employee is then set up in the payroll system.

Step 13. The department verifies that the new faculty member's workload (teaching assignments, release time, and overloads) have been entered correctly in the administrative system (FWAR).