

Southeastern Louisiana University

EMPLOYMENT PROCEDURES FOR HIRING FACULTY

I. INTRODUCTION

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.

A. 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.

This policy reflects the requirements of Title VII of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; Executive Order 11246; Title IX of the Educational Amendments of 1972; Section 503/504 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans Readjustment Assistance Act of 1974; Louisiana Executive Order 13; the Americans With Disabilities Act of 1990; and the Civil Rights Act of 1991.

2. Equal Opportunity in Employment

The University takes affirmative action to ensure that the following are implemented at all levels of administration: recruiting, hiring, placement, training, and promoting in all job classifications without 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 offerings, counseling, financial assistance, employment assistance, health and insurance benefits and services, marital and parental status, athletics, and educational programs and activities.

II. APPOINTING AUTHORITY

The President of Southeastern Louisiana University recommends to the Board of Supervisors for the University of Louisiana System the faculty and unclassified staff to be employed. All faculty hold their administrative appointments at the pleasure or will of the University of Louisiana System. The annual approval of the budget and personnel documents designating the salary and other personnel benefits for administrative personnel shall not constitute an implied nor expressed agreement for continued employment throughout that fiscal year, but are executed or approved solely for the purpose of budgeting and associated fiscal and administrative matters.

The University of Louisiana System grants authority to presidents of the colleges and universities within the system, or their designees, the right to hire or dismiss any classified Civil Service employee in compliance with state laws and appropriate Civil Service Commission rules and regulations. It is the responsibility of the hiring authority to ensure a fair and impartial evaluation of all applicants for the position.

III. THE SEARCH COMMITTEE

It is recommended but not required that a Search Committee be formed to assist in the recruitment efforts for filling vacant positions at Southeastern. The Human Resources Office recommends that Search Committees be used for executive, administrative, faculty, and professional positions, and that Department Heads or their designees be directly responsible for filling classified Civil Service job openings. The Department Head can determine more quickly than a committee, due to scheduling problems, which individuals should be invited for an interview. Eliminating the Search Committee for this level of position will speed up the overall hiring process and yet not jeopardize the selection of the best applicant for the job.

It is the recommendation of the Human Resources Office that only the most qualified candidates, internal and external, be interviewed. All candidates who possess the minimum qualifications for the position applied for are to be included in the candidate pool. However, not all candidates need to be interviewed. Candidates should be granted interviews based solely on their knowledge, skills, and abilities for a specific position. Granting interviews to all candidates, internal and external, results in unnecessary expense and time. It may also give some candidates false hope for obtaining a position. For additional information, contact the Human Resources Office at 985/549-5496. The Search

Committee should have at least three members. Faculty should comprise the majority of any committee in an academic area. Students, retirees, or community members may also serve on Search Committees.

IV. THE SEARCH PROCESS

A. PERSONNEL REQUESTS

The process of selecting faculty begins once a personnel need and the budgetary support to fill an existing or newly created position is determined by the Department Head and written approval granted by the appropriate Vice President or Provost. The Department Head appoints a Search Committee, if a Search Committee is used, and identifies the Search Committee Chairperson and its members. The Department Head should not serve as a member of the Search Committee.

B. APPOINTMENT TO A SEARCH COMMITTEE

It is the responsibility of the Department Head to appoint the Search Committee and to appoint the chairperson unless otherwise specified in the Faculty Handbook or in the Department Head Guidelines. Special procedures are used in filling department head positions. Please refer to the Department Head Guidelines for more information on that process. It is the responsibility of the appropriate Vice President or Dean to approve the committee appointments.

The Search Committee members should be given a formal written charge that sets forth their assignment to assist in the recruitment of candidates for a specific position. The Search Committee is to take into consideration the preferred time by which the appointment should be made, scope or limits of the search (internal, local, statewide, national, or international), and EEO/Affirmative Action Plan goals. **The Search Committee is a recommending body, not a decision-making body.**

Members of the Search Committee must complete training on the legal aspects of hiring. This training is available online via Blackboard. The Search Committee must maintain documentation on all applicants. This documentation should be kept by the chairperson of the Search Committee and turned over to the Department Head for safekeeping when the position has been filled. This documentation must be retained for a period of three years from the date the position is filled and is subject to audit. The committee should have a plan of communication with the Department Head in regards to correspondence with applicants in order to acknowledge receipt of applications as well as follow-up letters.

C. ADVERTISING THE POSITION

When the department is ready to fill the position, the Department Head should complete and submit a Request to Advertise and Notice of Vacancy. A cover memo

should be included that gives the wording for the ad and where the advertisement should be posted.

1. Request to Advertise a Position

The Request to Advertise Position form is used to initiate the advertisement of a vacant (replacement) or new position on campus. This form is to be completed by the Department Head and forwarded to the appropriate Dean for approval. After the form is signed by the appropriate Dean it is forwarded to the Human Resources Office. The Human Resources Office will obtain the EEO/ADA Compliance Officer and Vice President of the Division's signatures.

2. Notice of Vacancy

The Notice of Vacancy form includes the following information:

- a. The title of the position to be filled
- b. The salary range for the position
- c. The number of months in the year that the position is employed
- d. The minimum requirements for the position
- e. A brief description of the duties of the position
- f. The name and address of the chairperson of the Search Committee
- g. The deadline for applying for the position

The Human Resources Office will use the information on the Notice of Vacancy to post the position to the Vacancy Announcements on the Human Resources Office web vacancy page. The deadline for receipt of applications may vary from the date shown at the bottom of the Notice of Vacancy dependent upon the date of approval and placement of the ads.

3. Advertising

The Human Resources Office notifies the Department Head by e-mail when approval is received. The vacancy notice is then posted on the bulletin board in the hall of the Human Resources Office as well as on the Human Resources Office web page (<http://www.selu.edu/HRO>). Once the notice is posted to the Human Resources Office home page, the Department Head is e-mailed the proposed advertisement and instructed to review it and the notice on the Human Resources Office home page for accuracy. The advertisements will be placed in as timely a manner as possible. The notice on the Human Resources Office home page will include a closing date, which may be extended by the Human Resources Office at the request of the Department Head. The deadline may be extended due to an unsatisfactory application pool. Only applications received on or before the closing date can be considered in the applicant pool. The ad will state the following, "To ensure consideration, application materials must be received by MMDDYYYY".

The Human Resources Office is responsible for placing all classified advertisements related to filling vacant positions. For operating fund positions, the Human Resources Office pays for two classified ads in publications of the department's choice. This can be the Chronicle of Higher Education or some other journal or two newspaper ads. Advertisements for auxiliary and grant funded positions are paid for by the respective department requesting to place the ads. If the department anticipates a non-resident alien applicant may be hired, it is best to use the Chronicle of Higher Education as one advertising source to meet Homeland Security's requirements in processing work visa request.

D. THE APPLICANT POOL

For an applicant to be considered a qualified applicant s/he must meet all minimum qualification requirements posted in the ad at the time of application and submit a completed application package before the closing date or extended closing date (if applicable). The application package should include a letter of application, résumé, copies of graduate transcripts from colleges and universities attended, (official transcripts are required upon employment), the names and contact information for three references and any other special requirements such as brief statement of teaching experience and philosophy or a brief statement of research interest.

If transcripts are in a foreign language, an English translation and evaluation will need to be obtained certifying the applicant's degrees. Only certain agencies are considered qualified to do a translation by the Immigration and Naturalization Service. Contact the Human Resources Office if this situation occurs. The hiring department will be responsible for paying for the translation fee.

All applicants for the position receive a response from the Search Committee acknowledging receipt of their application and notification of their final status in the search as it progresses. Additionally, as applications are received, the applicants should be sent an EEO Information Data Sheet and a Background Check Authorization Form to complete and return. The EEO Information Data Sheet is to be returned to the EEO/ADA Compliance Office, Southeastern Louisiana University, SLU 10328, Hammond, LA 70402. The Background Check Authorization Form is returned to the hiring department.

E. SCREENING APPLICANTS

After the application packets have been collected on all of the applicants and the deadline for applications has passed, the Search Committee in consultation with the Department Head (if a Search Committee is used) or the Department Head reviews the applicants' credentials to select the candidates to be interviewed. Telephone interviews and/or video conferencing may be used to narrow the field. Each candidate should be asked the same standard questions focusing on knowledge, skills and abilities relevant to the job requirements.

1. Background Checks

The Search Committee or the Department Head should contact at least three references per finalist to help determine their suitability for the position.

Additionally, in faculty searches the Search Committee working with the Department Head should determine that the finalist candidates meet all SACS criteria for faculty qualifications. If there are any questions regarding whether a candidate meets SACS criteria, the Department Head should consult with Dr. Bea Baldwin, Assistant Vice President for Academic Affairs and the University's SACS liaison officer.

Note: Human Resources will conduct the verification of previous employment, the criminal and motor vehicle background check after a conditional job offer is made.

2. Interviewing Applicants

Once the finalists are identified, they are invited to campus for an interview. A Travel Authorization (TA) must be completed prior to any travel arrangements being made. The Human Resources Office covers travel costs for up to three candidates for operating fund positions.

Each finalist should be provided a copy of the job description and the University Role, Scope, and Mission Statement. The Search Committee Chair or Department Head provides the candidates with an agenda for the campus visit. A long interview is scheduled with the Search Committee and the candidate should meet key people on campus in "group interviews". A chair for each group interview is appointed. The candidate should also meet with a representative from the Human Resources Office to discuss benefits. Feedback from the interviews is collected and reviewed by the Search Committee.

F. TRAVEL GUIDELINES FOR RECRUITING TRAVEL

In order for the Human Resources Office to approve travel and related expenses, the following procedures should be to be used in coordinating the travel of faculty and unclassified position candidates brought on campus for interview. Up to **three** candidates per vacancy may be brought on campus to interview. All recruiting travel is processed using the on-line travel authorization procedure; unless an exception is granted by the Human Resources Director to bring in additional candidates.

1. Planning Campus Visits (for Unclassified Staff and Faculty only)

After the Search Committee or Department Head reviews all of the applicants' credentials, three finalists may be invited to campus for formal interviews. A Travel Authorization must be created for each candidate and approved **PRIOR** to a candidate's travel in order for the candidate to be reimbursed for allowable expenses. The candidate's name should be emailed to the Human Resources Office indicating what position the candidate is being interviewed for, along with who

was or is presently in the position for which the candidate is being interviewed. For example, John Doe position – Assistant Professor – English Department. This information can be faxed to 549-2308 or e-mailed to psmith@selu.edu. **If the Travel Authorization is not approved by the Human Resources Office PRIOR to the travel actually occurring, the department making the arrangements will be responsible for the costs of travel reimbursement to the candidate.** The Human Resources Office will not reimburse interview expenses (mileage or meals) for current Southeastern employees interviewing for other positions.

2. Travel Authorizations

Travel arrangements are coordinated by the Search Committee Chair. The approval of the Department Head must be received before the candidates can be brought on campus for formal interviews. **If the Travel Authorization is not approved by the Human Resources Office PRIOR to the travel actually occurring, the department making the arrangements will be responsible for the costs of travel reimbursement to the candidate.** For operating fund positions, an on-line Travel Authorization must be completed **PRIOR** to any travel arrangements being confirmed or any travel taking place. The Travel Authorization is then submitted to the Human Resources Director for approval since the expenses will be paid out of the Human Resources Office budget. For other fund positions (auxiliary, restricted, grant, agency), the Department Head must approve the Travel Authorization. Candidates should be given a Candidate Travel Instruction Sheet regarding procedures to be followed related to making travel arrangements. If travel arrangements are not handled in the appropriate manner, the department responsible for making the arrangements will be responsible for the cost of travel reimbursement to the candidate. Click here to see LA Travel Regulations.

If someone from the department picks up and/or returns the candidate to the airport or pays for a candidate's meals, that employee's name should be included on the Travel Authorization so that they can be reimbursed for the meals, mileage, airport parking, etc. If a candidate is coming from **out of state** to interview, the expense code will be **522261**. If the candidate is coming from **within the state** of Louisiana, the expense code will be **522161**.

V. RECOMMENDATION FOR EMPLOYMENT

A. COMMITTEE REPORT

The Search Committee recommends the best-qualified candidates (generally up to three) to the Department Head. In conjunction with the dean, the Department Head makes the final selection.

B. JOB OFFER

The candidate must possess the appropriate degree and/or other qualifications stated in the position advertisement, and the 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 job offer. The department head's letter should state that the offer is subject to (a) a satisfactory background check, (b) approval of the University President and University of Louisiana Systems Board of Supervisors and (c) the candidate's

acceptance of the position should be in writing. The letter of acceptance should become part of the department personnel file.

C. RECOMMENDATION FOR EMPLOYMENT

After a job offer is made and accepted, the Department Head should submit the completed hire packet to the Human Resources Office. The hire packet includes the Background Check Authorization Form, 5.01, 6.01, 6.02, a letter of application, resume, official graduate transcripts from college and universities attended, and the names and contact information of three references (may be included on the resume). If the appointment is temporary, you will use a 5.01T and you will not submit a 6.01 and 6.02.

VI. APPOINTMENT TO THE UNIVERSITY

A. APPOINTMENT LETTER

After all required documents are received by the Human Resources Office and approval of the appropriate Vice President/Provost is received, the official letter of appointment is prepared by the Human Resources Office and routed for the President's signature. When the letter is returned to the Human Resources Office, the original is mailed to the new employee and copies are made for the Department Head, Dean, Provost, Payroll, and the employee's Human Resources Office personnel file

B. NEW EMPLOYEE INDUCTION

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 original social security card, driver's licenses, birth certificates, and/or passports for requirements. All new employees are required to use direct deposit for their payroll checks. They 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. 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.

C. FACULTY WORKLOAD ACCOUNTABILITY REPORT (FWAR)

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

Click [here](#) for a complete list of the forms required when hiring Faculty.