SOUTHEASTERN LOUISIANA UNIVERSITY

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

Please direct questions to the Human Resources (HR) Full-Time Faculty Coordinator at extension 5773.

A full description of employment procedures and downloadable forms are available on the HR website http://www2.selu.edu/Administration/Depts/HumanResources/hroepmenu3.htm

Step 1 The Department Head must ensure that there is an existing position (line item in the 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/Division Head will be notified in writing by the Provost and the Vice President for Administration and Finance with a copy to HR. The HR Specialist will secure a position number and add the position to PeopleAdmin. The position will appear in the budget for the new fiscal year.

Note: *For existing positions, a vacancy may be advertised once a resignation/retirement letter from the current incumbent has been accepted by the delegated appointing authority (HR Director).*

Step 2 When the department is ready to fill a new or existing position, the Department Head must begin an action in PeopleAdmin to request to "Advertise and Replace for Existing Unclassified & Faculty Positions." This request will allow the position description to be updated, if needed, and provide pertinent information needed in order to advertise the position.

Note: *If updates are made to the position description, indicate in the comments what changes were made.*

Note: *The Department Head will need to ensure that the official job code title and business title are correct and match. If not, call or email HR to update the position in People Admin before beginning the action.*

Note: *In order to consider applicants who are ABD, the following wording should be used: "Incumbent must have received or completed the requirements for (appropriate) degree in (relevant field) by (date)."*

Step 3 After administrative approval, and Board approval, if necessary, has been received, all of the details in the request to "Advertise and Replace" will be posted to the HR website. The Department Head will be contacted regarding approval of the notice on the HR website and any proposed advertisement. The HR Analyst will submit the advertisements to the publications requested by the department in as timely a manner as possible.

Note: *HR will pay for two ads placed by operating fund departments. The department will be responsible for the payment of any additional ads. Revenue or restricted fund departments will be responsible for payment of all advertisements placed.*

Note: *Departments should be aware that all notices will automatically be removed from the HR website at 5:00 p.m. on the closing date. Based on the number and quality of applicants at that time, the department may contact HR and request to extend the advertisement.*

Step 4 The Department Head should appoint a Search Committee to proceed with the search process and provide this information to the HR Recruiter. The Recruiter will make sure that all participants are up-to-date with interview training.

Step 5 At any time during the advertisement process, the applications can be reviewed through PeopleAdmin by the department using a personal logon or by the committee using Guest User Access. All applicant data must be initially reviewed to determine if the applicants are qualified. If after review an applicant is determined to be not qualified, the department must change the applicant's status in PeopleAdmin from "Under Review by Manager" to "Disqualified" with the appropriate reason.

Note: *For an applicant to be considered a qualified applicant, he/she must meet all of the minimum qualification requirements posted at the time of application and must submit a complete application packet before the closing date or extended closing date. The application packet must include an electronic application through PeopleAdmin that includes the names and contact information of at least three references, an attached letter of application addressing qualifications and experience, a curriculum vitae, and copies of graduate transcripts from colleges/universities attended (original transcripts from all colleges/universities attended are required upon employment). Other application materials may be requested at the department's discretion.*

There are PeopleAdmin "How Do I?" quick sheets available on-line to refer to or if you have other questions, Call the Human Resources (HR) Full-Time Faculty Coordinator at extension 5773.

Step 6 The Search Committee should review the qualified applicant data to identify the best-qualified candidates to be interviewed. Telephone interviews and/or video conferencing may be used to narrow the field. The committee recommends the finalists (generally up to three) to the Department Head. The Department Head, working with the Search Committee, should verify that the finalists meet all SACS criteria for faculty qualifications. It is the responsibility of the department to assure that reference checks are completed. Once the applicants have been selected for an interview, the department must change the applicants' status in PeopleAdmin from "Under Review by Manager" to "Interview Pending."

Step 7 The Department Head or Search Committee Chair must complete a Travel Authorization (TA) prior to any travel arrangements being made for the finalists.

Note: *HR will cover travel costs for up to three candidates for operating fund positions. An in-depth description of candidate travel guidelines is available on the HR website.*

Step 8 After all of the interviews have been conducted, the Search Committee submits a recommendation (list of finalists and their rankings) to the Department Head and the department must change the interviewees' status in PeopleAdmin to "Interviewed."

Step 9 In conjunction with the Dean/Division Head, the Department Head makes the final selection. The Department Head extends a conditional job offer at the approved rank and within the approved salary range. The conditional job offer letter should state that the offer is subject to the completion of a satisfactory background check and the approval of the University President and the University of Louisiana System Board of Supervisors. A sample letter is located on the HR website. The candidate's acceptance should be in writing and become a part of the department personnel file.

Note: *Any exceptions to the rank or salary approved on the request to "Advertise and Replace" must be approved by the Dean/Division Head and Provost prior to the conditional job offer.*

Step 10 Once a job offer is made and accepted, the department must change the candidate's status in PeopleAdmin to "Recommend for Hire" and the status for all other applicants to "Not Hired" with the appropriate reason. Once the candidate's status is changed to "Recommend for Hire," a link will appear to "Begin Hiring Proposal." After the hiring process is completed in PeopleAdmin, the remaining applicants will be notified through PeopleAdmin that the position has been filled.

Note: *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 HR and that all required paperwork has been completed. A new employee should not be added to the payroll system unless all steps have been completed. The Department Head should inform the prospective employee of this.*

Note: *If the department has correctly updated the applicant's status as the search progressed, HR will be able to generate accurate EEO forms in PeopleAdmin.*

Step 11 The Dean should complete the Accuracy of Personnel Appointment form with copies sent to the employee, Department Head, Provost, and HR.

Step 12 Once HR receives the approved hiring proposal, an appointment letter is prepared and sent for the President's signature. The appointment letter outlines the terms and conditions of the employee's employment status. The original is mailed to the employee at the last official address on file. Copies are provided to the Budget Unit Head, Dean/Division Head, Payroll Office, and appropriate Vice President.

Note: *All faculty hold their administrative appointments at the pleasure or will of the University of Louisiana System.*

Step 13 The new employee must visit HR prior to or within 24 hours of their first day of employment. The employee will sign all needed paperwork and, if applicable, select benefit packages at this visit. The new employee needs to bring his/her social security card, driver's license, birth certificate, and/or passport for the U.S. Citizenship and Immigration Service requirements. He/she should also bring either 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 enroll in direct deposit for their payroll checks.** A copy of a birth certificate is needed for retirement plan enrollment, if applicable.

Step 14 The employee is then set up in the payroll system.

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