

Southeastern Louisiana University
EMPLOYMENT PROCEDURES FOR HIRING LECTURERS

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 the policy of Southeastern Louisiana University not to discriminate on the basis on 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 1991.

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 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 be administered without regard to the 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.

B. 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.

C. THE APPLICANT POOL FOR LECTURER POSITIONS

Academic departments may determine the need to hire Lecturers as the numbers of sections of courses are increased to meet student needs. Department Heads may seek qualified individuals to fill Lecturer positions within their respective departments. Since Lecturer positions are temporary, a formal search through a search committee is not required. Departments may seek applicants by word of mouth, through professional affiliations, from walk-ins, etc. If the department deems it necessary to advertise these positions in local newspapers, they should contact the Employment Section of the Human Resource Office at 549-5431.

1.) MINIMUM QUALIFICATIONS FOR LECTURER

For the applicant to be considered a qualified applicant he or she must meet all minimum qualification requirements and submit a completed application package. The candidate must possess the terminal degree and/or Master degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline) for the respective department. The application package should include a resume', a list of the names and contact numbers for references, any other special requirements such as brief statement of teaching experience and philosophy or a

brief statement of research interest and a copy of the graduate transcript (original transcript required upon employment) to the department.

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 Citizenship and Immigration Service. The hiring department will have to pay for the translation fee. Contact the HRO if this situation occurs.

2.) SCREENING APPLICANT PROCESS

At the time the application packet is received, the Department Head reviews the applicant's credentials and decides whether to interview. Telephone interviews and/or video conferencing may be used. Each candidate should be asked the same standard questions focusing on knowledge, skills, and abilities relevant to the job requirements.

The Department Head should also determine that the prospective employee meets all SACS Criteria for faculty qualifications. If there are any questions regarding whether a candidate meets SACS Criteria, the Department Head should consult with Bea Baldwin, Assistant Vice President for Academic Affairs and the University's SACS liaison officer.

D. RECOMMENDATION FOR EMPLOYMENT

1. JOB OFFER

The department head makes the job offer subject to (a) a satisfactory background check and approval of the University President and University of Louisiana Systems Board of Supervisors.

2. RECOMMENDATION FOR EMPLOYMENT

The department head should complete a 5.01T form for each part-time employee hired for the Fall semester. For the Spring Semester, the Department Head should complete a 5.01TL On-Campus form or 5.01TL Off-Campus form listing each part-time employee who taught in the Fall and will teach in the Spring. If the part-time employee did not teach in the Fall, a 5.01T needs to be completed.

The department head should submit the 5.01T form with the department head and dean's signatures to the Human Resources Office. For new employees, the hire packet includes a résumé, official graduate transcript, and background check authorization form. 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 in writing of this.

Human Resources then routes the 5.01T form for appropriate signatures as needed. When these forms are returned to the Human Resources Office and when all employment procedures are complete, Human Resources staff sets up the employee in the Payroll system.

E. APPOINTMENT TO THE UNIVERSITY

1. NEW EMPLOYEE INDUCTION

The new employee should visit the Human Resources Office prior to or within 24 hours of their first day of employment to complete their personnel packet. Re-hired employees who have had a break in service of more than one year should also visit the Human Resources Office to update their personnel forms. New hires will need to submit copies of their social security card, driver's license, birth certificate, and/or passport at this time for U.S. Immigration and Naturalization Service requirements. They also should bring a voided personal check to be used for direct deposit of their payroll check 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.

2. FACULTY WORKLOAD ACCOUNTABILITY REPORT (FWAR)

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

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