

Southeastern Louisiana University

EMPLOYMENT PROCEDURES FOR UNCLASSIFIED STAFF

I. INTRODUCTION

The purpose of these procedures is to establish an orderly and consistent process for the recruitment of qualified people 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 promotion in all job classifications without regard to non-merit factors except where sex is a bona fide occupational qualification; identifying and using existing talent and potential through upgrading and promoting present employees (all promotions are based only on valid equal employment opportunity); and ensuring 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 unclassified administrative staff 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 Budget Unit Heads or their designees be directly responsible for filling classified Civil Service job openings. The Budget Unit 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 unclassified staff begins once a personnel need and the budgetary support to fill an existing or newly created position is determined by the Budget Unit Head and written approval granted by the appropriate Vice President. The Budget Unit Head appoints the Search Committee, if a Search Committee is used, and identifies the Search Committee Chairperson and its members. The Budget Unit Head should not serve as a member of a Search Committee.

B. APPOINTMENT TO A SEARCH COMMITTEE

It is the responsibility of the Budget Unit 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 are 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 Budget Unit 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 Search Committee should have a plan of communication with the Budget Unit Head in regards to correspondence with applicants in order to acknowledge receipt of applications as well as follow-up letters.

C. ADVERTISING THE POSITION

1. Reviewing the Position Description

The Budget Unit Head needs to review the job description to make sure that it is still current (completed and approved within the last five years). If not, it needs to be updated. The Search Committee needs to review the education,

technical skills, and experience required, in addition to identifying any preferred qualifications. Consideration should be given to short-term and long-term needs and expectations. The Employee Classification/Status Questionnaire form should also be completed and submitted to Human Resources to determine FLSA status.

Unclassified Position Description Form and Instructions (in Word format)

2. 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 Budget Unit 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 route the form for approval by the EEO/ADA Compliance Officer and Vice President of the appropriate division.

3. Notice of Vacancy

When a vacancy occurs, it is the responsibility of the Budget Unit Head to prepare a Notice of Vacancy form. This 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 anticipated effective date of employment
- e. The minimum requirements for the position
 - 1) Minimum qualifications – degree required (from an accredited university) [also list any additional preferred degrees]; certifications and/or licenses required or preferred; experience required or preferred; and knowledge and skills required or preferred.
 - 2) Required application packet – letter of application, résumé, copies of relevant graduate transcripts from colleges/universities attended (official transcripts are required upon employment), copies of any special requirements such as certificates or licenses (if applicable) and the names and contact information of three references. 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 U.S. Immigration and Naturalization Service. Contact the Human Resources Office if this situation occurs. The department will be responsible for paying the translation fees.
- f. A brief description of the duties of the position
- g. The name and address of the Chairperson of the Search Committee
- h. The anticipated 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 dates of approval, and placement of the ads. The closing date should be no less than two weeks from the date that the last ad runs. The vacancy notice will usually state, "To ensure consideration, application materials must be received by (MMDDYYYY)."

4. Advertising

The Human Resources Office notifies the Budget Unit Head by e-mail when approval from is received. In addition, the vacancy notice and proposed ad are prepared by the Human Resources Office and attached to the Budget Unit Head e-mail for their approval. The notice is then posted on the Human Resources Office home page (<http://www.selu.edu/HRO>) as well as on the bulletin board in the hall of the Human Resources Office. The advertisements will be placed in as timely a manner as possible. The notice on the Human Resources Office web vacancy page will include a closing date (that should be no less than two weeks after the ads run), which may be extended by the Human Resources Office at the request of the Budget Unit 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 Human Resources Office is responsible for placing all unclassified 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.

D. THE APPLICANT POOL

In order to be considered for a vacant position, an applicant must submit a complete application packet consisting of a letter of application, résumé, names and contact information for 3 references, and copies of relevant graduate transcripts from colleges and universities attended, (official transcripts are required upon employment), and copies of any special requirements such certificates or licenses (if applicable). 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 U.S. Citizenship and Immigration Service. Contact the Human Resources Office if this situation occurs.

All applicants for the position should 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 are sent an EEO Information Data Sheet and 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 should be returned to the Search Committee. The Background Check Authorization Form is the University's authorization to check references, credentials and conduct the background checks.

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 Budget Unit Head, if a Search Committee is used) or the Budget Unit 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. Additional questions may be asked to clarify answers. Focus on knowledge, skills, and abilities relevant to the job requirements. It is the Search Committee responsibility to conduct reference checks.

Once the finalists are identified, they may be invited to the campus for an interview. A Travel Authorization 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 Budget Unit 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 should be appointed. The candidate should also meet with a representative from the Human Resources Office to discuss benefits. An exit interview should be scheduled with the Budget Unit Head. Feedback from the interviews should be collected and reviewed by the Search Committee.

The Department Head or Search Committee Chair will notify each candidate not qualifying as a finalist.

F. TRAVEL GUIDELINES FOR RECRUITING TRAVEL

In order for the Human Resources Office to approve travel and related expenses, the following procedures are to be used in coordinating the travel of unclassified position candidates brought on campus for an 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 only)

After the Search Committee or Budget Unit Head reviews all of the applicants' credentials, three finalists may be invited to campus for formal interviews. **BEFORE** the Travel Authorization can be created and encumbered, it is necessary to provide the interviewee's name, address, and social security number to the Human Resources Office so that the interviewee can be set up in the computer system. Also indicate who was or is presently in the position for which the candidate is being interviewed. For example, John Doe position – Assistant Director – Office of Admissions and Financial Aid. This information can be faxed to 549-2308 or e-mailed to psmith@selu.edu. 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 Budget Unit 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 Budget Unit 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.

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. SEARCH COMMITTEE REPORT

The Search Committee recommends the best-qualified candidates (generally up to three) to the Budget Unit Head.

B. RECOMMENDATION FOR EMPLOYMENT

The Budget Unit Head, in conjunction with the Dean or Division Head and after considering the Search Committee recommendation, makes the final selection. The Budget Unit Head submits a recommendation for employment to the appropriate Vice President for approval.

C. JOB OFFER

After receiving approval of the proposed offer from the appropriate Dean or Division Head and appropriate Vice President, the Budget Unit Head may make a conditional job offer, subject to a satisfactory background check and the approval of the President and the ULS Board.

VI. APPOINTMENT TO THE UNIVERSITY

A. EMPLOYEE START DATE

After a job offer is made and accepted and prior to the effective date of employment, it is the responsibility of the Budget Unit Head to ensure that the Human Resources Office is advised of the appointment and that all of the following necessary documents are forwarded to the Human Resources Office for processing:

1. Appropriate EEO forms
 - a. 5.01 - if permanent employment
 - b. 5.01T - if temporary/interim employment
 - c. 6.01 - if permanent appointment
 - d. 6.02 - if permanent appointment
2. Letter of Application
3. Résumé
4. Background Check Authorization Form
5. Official graduate transcripts from colleges/universities attended
6. Names and contact information for three references (may be included in the résumé)

B. OFFICIAL APPOINTMENT LETTER

After all required documents are received by the Human Resources Office and approval of the appropriate Vice President 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 Budget Unit Head, Dean/Division Head, appropriate Vice President, and Payroll.

C. 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 license, birth certificate, and/or passport 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 put in the payroll system.

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