

HIRING PROCEDURES REFERENCE FORM

FULL-TIME FACULTY/ACADEMIC POSITIONS

Please be advised that this is only a quick reference sheet. Refer to your Dean's Office Procedures and attend the Pre-search Meeting for specific details of the process. You must also work closely with the Dean's Office, the Office of the Provost and the Office of Compliance and Affirmative Action throughout the process to ensure proper procedures are followed.

When a Department has a Vacancy or Need:

- Step 1.** A review of the position and departmental needs should be performed including a budget and workload analysis. If applicable, the department then requests permission from the dean to fill the vacancy providing documentation of the review as justification for the request. This should be done at the beginning of the Spring term. If the request is made based on a retirement notification, a copy of the resignation letter of the person vacating the position should be included in the documentation.
- Step 2.** The dean reviews the request and if approved, forwards the request along with the supporting documentation to the provost.
- Step 3.** Upon receipt of the request, the provost will review all of the supporting documentation and may ask for further explanation. The provost will work with and notify the dean of the outcome of the request who will then in turn notify the department.
- Step 4.** *Once the department receives approval to fill the vacancy, the department must convene a Pre-Search Meeting with the Office of the Provost representative, Office of Compliance and Affirmative Action (OCAA) representative, and the appropriate representative from Human Resources.* Some units also include a representative from the Dean's Office. The department chair and the search chair are required to attend and any members of the search committee (if it has been established) are encouraged to also attend. Please be advised that consultation with OCAA is highly recommended prior to the selection and invitation of search committee members to confirm balanced representation among the committee members. A copy of the proposed position description must be provided to the attendees at the meeting.
- Step 5.** After the Pre-Search Meeting the position description must be entered into People Admin, with an electronic copy of the external ad (attached in the Position Documents tab) and sent through the appropriate approvals. The search chair will forward the position description to the department chair who will forward to the dean who will forward on to the provost's office. Once reviewed and approved by the provost's office an e-mail will be sent to notify the department that the position has been approved. Unless otherwise noted in the e-mail from the provost's office, OCAA must also e-mail the department to approve the external advertising. *Once both e-mails are received, the department may advertise externally.*

Application Collection and Review Before the Interview Process Begins:

- Step 1.** Immediate review of the applicant materials is available to all members of the search committee as the applicants apply in People Admin via the guest user sign on.
- Step 2.** Once the posting has closed or the review date has arrived, the applicants must then be rated in People Admin with the ratings as outlined at the top of the applicant portion of the posting. A status must also be applied to each applicant. *The applicant rating will not change throughout the process but the applicant status will.*
- Step 3.** After all applicants have been rated and given a status in People Admin, *OCAA must be notified that this step is complete by e-mail or by calling 9-4211.* OCAA will then review the applicant pool. In many divisions the Dean's Office must also be notified and grant approval. Once the ratings and statuses have been reviewed and the applicant pool have been approved, the department will be notified either by e-mail or phone. *Only*

then can the department invite candidates for interviews. Be aware that no more than three candidates should be invited to campus interviews without prior approval of the Provost's Office.

Interview/Evaluation Process:

- Step 1.** Develop an objective, job-related evaluation form to be used in the interview process. Use criteria based upon the required and preferred job qualifications listed in People Admin. All persons involved in the interviewing process should review the "What Not to Ask When Interviewing Candidates" guidelines found on the Human Resources website: https://www.udayton.edu/hr/_resources/documents/staffing/Interview_Questions.pdf
- Step 2.** *At each stage of the interview process, applicant statuses must be changed accordingly and OCAA must be notified and where appropriate the Dean's Office must be notified as well.* For instance, if the first level of interview is a status of "Request phone interview," OCAA (and the Dean's Office if applicable) must be notified of this status. Once phone interviews are complete, the change in status to "Request campus interview" or "Phone interview complete" requires notification of OCAA (and the Dean's Office) as to that change or request.

Upon Completion of Campus Interviews and Before a Candidate is Offered a Position:

- Step 1.** The status of all applicants interviewed must be updated accordingly with the final candidate reflecting a status of "Recommend for hire."
- Step 2.** Upon the assignment of a "Recommend for hire," the link to "Begin hiring proposal" will appear in the top right menu in People Admin with a green circle with a plus sign next to the action. The hiring proposal for the final candidate must then be completed.

The hiring proposal includes the Narrative Interview Summary (attached in the Justification tab) which must specifically address the minimum and preferred qualifications of the position description as they relate to each of the final candidates. A statement must be made that all candidates interviewed were determined to have met the required qualifications upon the initial review and prior to interviewing. *The narrative that outlines the justification for the hire must address all candidates that came to campus and must only discuss attributes that relate directly to the listed qualifications.*

The search chair then sends the hiring proposal to the department chair who then sends it to the dean. The dean then sends it to OCAA who forwards the hiring proposal to the provost.

- Step 3.** Once the hiring proposal is reviewed and approved by the associate provost, the department will be notified by e-mail that a contingent offer of employment may be made. The department should contact the candidate to be sure they are still interested and indicate that an offer letter is forthcoming.

Making the Offer:

- Step 1.** *The formal offer letter must be approved by the dean and associate provost.* Once the approval of the written offer letter is granted, the department may send it to the candidate.
- Step 2.** Upon the return of the signed offer letter to the Office of the Provost, the contract will be issued, new hire paperwork is generated and sent to the candidate to be returned to the provost's office and the background check performed.
- Step 3.** Upon receipt of the completed new hire paperwork, signed contract and the clearance of the background check, a PAF is generated by the Office of the Provost and submitted to HR together with the aforementioned documents. HR enters the information into Banner and e-mail and user accounts are generated.

For assistance contact: Patsy Bernal-Olson x9-4211
Compliance and Affirmative Action Officer/Staff Attorney

Carolyn Phelps x9-2618
Associate Provost for Faculty and Administrative Affairs

Amy Askren x9-3334
Faculty Hiring Manager

APPENDIX

Narrative Interview Summary template

All candidates interviewed were determined to have met the required qualifications upon the initial review and prior to interviewing

Candidate A: The candidate met the required qualifications in the following ways. The required qualification of *[fill in the qualification]* was met *[describe extent to which it was met each]* as evidence by *[provide the evidence]*. REPEAT FOR ALL REQUIRED QUALIFICATIONS.

The candidate met the preferred qualifications in the following ways. The preferred qualification of *[fill in the qualification]* was met *[describe extent to which it was met each]* as evidence by *[provide the evidence]*. REPEAT FOR ALL PREFERRED QUALIFICATIONS MET BY THE CANDIDATE. The candidate did not meet the preferred qualifications of *[list the qualifications]*.

REPEAT FOR ALL CANDIDATES

Based on our evaluation of the qualifications of the candidates, the department would like to extend an offer to Candidate A. *(This section should provide a very clear expression of the actions the department would like to take.)* If Candidate A declines the offer, we would like to extend an offer to Candidate C. Candidate B was found unacceptable. OR If Candidate A declines the offer, we would like to extend an offer to Candidate C. If Candidate C declines the offer, we would like to extend an offer to Candidate B. OR The department found none of the candidates to be acceptable.