

Faculty Appointment Process

I. Budget Approval

An Instructional Budget Statement (IBS) Proposal is solicited from department chairs and must be sent to the Office of the Executive Vice President for Arts and Sciences (EVPAS).

- 1) A response from the appropriate Divisional Dean regarding IBS search authorization is sent to departments.

OR

- 1) A hiring proposal or changes to conditions of search authorized by IBS response is submitted by the department to the Divisional Dean outside the IBS cycle.
- 2) Addendum to IBS Response sent to department.

II. Conducting Search

Once academic and budgetary approval is obtained from the Divisional Dean, the recruitment process may begin.

- a. Search plan for specific position is submitted via RAPS.
 - b. Requisition for posting is reviewed for conformity with SSEP and Equal Opportunity and Affirmative Action (EOAA) policies.
 - c. Search plan approved by the appropriate Divisional Dean and search is opened in RAPS.
 - d. Advertising text sent by department to external agencies/publications.
- 1) Search is conducted, applications screened, and potential candidates are identified.
 - 2) Department requests to make offer of appointment to selectee.
 - 3) Department identifies selectee through RAPS and also notifies Divisional Dean of selectee.
 - 4) Department sends search committee report to Divisional Dean for review. If approved, EVPAS will approve selectee in RAPS.
 - 5) Selectee undergoes review for EOAA clearance in RAPS.
 - 6) EVPAS and department are notified of EOAA clearance or denial.

OR

Submitting a Request for Waiver of the Standard Search

- 1) Once academic and budgetary approval is obtained from the Divisional Dean, recruitment of faculty member may begin.
- 2) Department creates requisition for waiver in RAPS and sends to EVPAS for approval. This requisition includes the waiver request, the applicant profile created by the department on his/her behalf, and the selectee information with detailed explanation for waiver and justification of chosen candidate.
- 3) After receipt by EVPAS, the requisition for waiver is compared to SSEPS and EOAA policy.
- 4) EVPAS returns requisition to department for corrections or sends selectee to EOAA for clearance.
- 5) EVPAS and department are notified of clearance or denial.

III. Letter of Offer

After a selectee has been approved by the Divisional Dean, EVPAS will provide a boilerplate letter to the department that includes approved standard language that must be used in a Letter of Offer. The process of drafting letters may begin immediately after the selectee has been approved and need not wait until EOAA clearance has been received. However, the Letter of Offer may not be sent until the following criteria have been met:

- a) **The selectee has received final EOAA clearance in RAPS.**
- b) **The Divisional Dean has reviewed and approved the Letter of Offer.**

NB: Permission to send a letter of intent prior to EOAA approval may be obtained from the Divisional Dean. Letter of intent must be reviewed and approved.

- 1) In order to send a Letter of Offer, two original copies of the approved letter, both of which are signed by the department chair, must be delivered to EVPAS. Letters of Offer for full-time professorial rank appointments will be sent by Fedex. (The department should verify the shipping address and phone number.) All other letters will be mailed via USPS.
- 2) The candidate signs the Letter of Offer and returns it to EVPAS.
- 3) EVPAS tracks the signed accepted Letter of Offer and sends a copy to the department.

NB: The procedures in this section also apply to all part-time faculty appointments except that part-time appointments do not require EOAA clearance. Letters of Offer for part-time faculty will be sent via USPS.

IV. Tracking of Appointment Process

Upon receipt of signed acceptance of Letter of Offer, file is created and data related to hire is recorded by EVPAS.

- 1) Candidates obtain visa, if applicable, and complete I-9 processing.
- 2) Departments complete and submit nomination form or PAF along with copy of signed acceptance, applicant CV, invention agreement and tax deduction forms to Joseph Werst, Appointments Manager in EVPAS Office of Finance.
- 3) Joseph Werst reviews and signs paperwork and forwards to Pearl Spiro, Associate Provost for Academic Appointments.
- 4) Pearl Spiro reviews and approves paperwork and forwards to Human Resources/ Payroll.
- 5) Once record is created (or updated) in Peoplesoft, HR Benefits sends email notifying faculty member to sign up for benefits. Faculty member must enroll for benefits within period indicated in email from HR.
- 6) EVPAS verifies that appointment and payroll information in Peoplesoft are correct.