

College of Nursing and Health Sciences Hiring Guidelines - Faculty

Step	Action	Responsible Individual	Notification	Approval
Stage One: Approvals and Posting Position				
1.	Need for Faculty arises	Hiring Manager	--	Dean
2.	Complete Hiring Waiver (If applicable) and Submit to Provost for approval	Business Manager	Dean, Hiring Manager	Provost
3.	Academic and Budgetary Justification Faculty Search Request Justification	Business Manager	Dean	Provost, Dean, Business Manager
4.	Development of a Position Description and Review Form on approved templates i. Position Review Form ii. Position Description Template	i. Business Manager ii. Hiring Manager	Dean, Hiring Manager	Academic Affairs and Compliance Office
5.	Provide HR with approved faculty search request form, hiring freeze waiver, and job description. i. Hiring Matrix Guide ii. Once all required paperwork is received and approved, position will post internally/externally iii. All postings must have a minimum of 30 days posting.	Search Committee Chair	Dean	Academic Affairs
6.	Formation of a Search Committee and appointment of a chair for the committee	Hiring Manager	--	Dean
7.	Search Committee Chair briefed on search process (Contact Program Coordinator for Faculty Recruitment to schedule appointment)	Hiring Manager	Dean	Program Coordinator for Faculty Recruitment
Stage Two: Interviews and Finalist/Recommended Hire				
8.	Search Committee Evaluation (Rubric/Hiring Matrix); Screening of applicants and Phone Interviews. <ul style="list-style-type: none"> Provide Academic Affairs with master hiring matrix and interview questions for compliance. Do not schedule phone interviews until a compliance check has been conducted. 	Search Committee	--	Academic Affairs
9.	Submit Hiring Matrix with completed scoring and top candidates for interview to Academic Affairs for approval. <ul style="list-style-type: none"> For campus interview approval, master hiring matrix, campus interview justification and reference checks are required. 	Search Committee Chair	--	Dept. Chair, Dean, EEO, and Provost

10.	Complete at least two reference checks for agreed upon candidate for hire Faculty Recruitment Guide (Reference Check Pg 14) Pre-Employment Reference Check Form	Search Committee Chair	--	--
11.	Once Provost approves, schedule campus interviews and have Educational Technologist prepare survey to send out	Search Committee Chair	Hiring Manager, Search Committee, Educational Technologist	--
12.	Arrange for food, travel and accommodation for incoming applicants (if applicable)	Executive Planning Specialist	Business Manager	Dean
13.	Complete on-campus interviews and send out Survey	Search Committee	Educational Technologist	
14.	Search Committee discuss findings to Hiring Manager	Search Committee	--	Dean
15.	HR correspondence: Submit candidate choice and hire date listed in job posting, reference checks and justification of hire and why other applicants were not selected	Hiring Manager	--	Dept. Chair, Dean, EEO, and Provost
16.	Check credentialing and licensing requirements for chosen applicant	Hiring Manager	--	Dean
17.	Extend official offer of employment ***Please note a verbal offer must not be made before the finalist has been officially approved.	Hiring Manager	Dean, Business Manager	Hiring Manager, Academic Affairs
18.	Complete Notice of Appointment document and forward to Program Coordinator for Faculty Recruitment ***Notice of Appointments (hire letters) will not be approved or sent to the candidate until the search process has been officially completed and approved through the online system	Business Manager	Dean	Provost
Stage Three: New Employee Checklist				
19.	Prepare for new Faculty member (before arrival) <ul style="list-style-type: none"> • Workload Assignment Preparation • Job specific needed items (example: software system access permissions) 	Hiring Manager	Executive Planning Specialist	--
20.	Inquire about IT needs and office/desk assignment, etc. (before arrival) <ul style="list-style-type: none"> • Office Space • Approval for Keys • Computer and Phone Extension • Schedule "Dean's Welcome Email" 	Executive Planning Specialist	Educational Technologist, IT Helpdesk, UPD	Executive Planning Specialist

21.	Begin orientation process (after arrival) <ul style="list-style-type: none"> • Assign a mentor/trainer • Assign research mentor team (for research intensive faculty) 	Hiring Manager	--	Dean
22.	Complete Quick Guides: <ul style="list-style-type: none"> • New Employee Quick Guide – through their first 45 days • Manager Quick Guide – through the first year of employment *** Return quick guides after 45 days of employment to Dean's Office	Hiring Manager/Employee	--	Executive Planning Specialist