University Process for Faculty and Postdoctoral Hiring

Version: 1.0

Effective Date: April 1, 2017

1.0 Introduction

The Office of Faculty Affairs is charged by the Provost to ensure all full-time faculty hiring in Academic Affairs must be done via an advertised search, and using People Admin to manage the hiring process. This includes searches done with the aid of a search firm, and searches that employ disciplinary-specific external databases. The process outlined here must be followed.

Whereas all full-time faculty hiring must be done via a search using People Admin, all adjunct faculty and postdoctoral hiring must be done by appointment and not use People Admin.

2.0 Scope

This policy governs faculty and postdoctoral hiring in all units reporting to the Provost. This includes all academic departments, schools and colleges not in the School of Medicine or otherwise reporting to the Vice President of Medical Affairs.

3.0 Full-Time Faculty Hiring Process – Spring Semester Items

1. College hiring plans for faculty are due to the Provost’s Office Feb. 1.
   - The Provost works with the Assistant Provost for Finance and Administration to identify funding for the hiring plans.

2. College faculty hiring plans approved by Provost March 1.
   - The Provost forwards College hiring plans to the Colleges/Schools and to the Office of Faculty Affairs.
   - Office of Faculty Affairs notifies Colleges of approved faculty hiring plans.

3. Deans’ Offices initiate individual hiring requests via People Admin between March 1 and April 30.
   - The People Admin requisition must include the diversity hiring plan. This document will be reviewed (process to be determined).
   - The People Admin requisition must include the search committee chair and membership, which are chosen by the Department Chair, in consultation with the Dean. This search committee membership will be reviewed (process to be determined).
     o The department chair is ordinarily not on the search committee.
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   - The People Admin requisition must include the date when the Department wishes to begin advertising for the position (this can be added to the General Comments section).
   - The People Admin requisition is submitted to the Office of Faculty Affairs.
   - The People Admin requisition will be viewed by the Provost’s Office and a budget revision reflecting the budget, fund and position number submitted in the People Admin requisition will be completed and processed. Once processed, the budget will appear in the unit’s position budget.
- If the approved request replaces a recently vacated position, the position number will be reactivated; if a new position is being requested, then the department will need to generate a new position request number prior to submitting the People Admin requisition.

4. If a faculty hiring request is submitted that was not part of the College hiring plan, the request will be forwarded to the Provost for approval.
   - The Provost works with the Assistant Provost for Finance and Administration to identify funding for faculty hiring that was not part of the College hiring plan.
   - If the position is approved by the Provost, then the process in step number 3, above should be followed.

5. Faculty hiring search committee chair training workshops are held in April and early May, and again in early Fall semester. Workshops will be led by the Associate Provost for Faculty Affairs and Development, the Director of Institutional Equity and Diversity, the Director of Consulting and Client Services in Human Resources, and the Assistant to the President for Mission and Identity. The Office of Faculty Affairs will track who attends the workshops.
   - The Associate Provost for Faculty Affairs and Development will provide an overview of the hiring process, and the responsibilities of the search committee chair.
   - The Director of Institutional Equity and Diversity will cover the requirements of the search committee to assure our hiring practices are compliant with the Office of Federal Contract Compliance Programs (OFCCP).
   - The Director of Consulting and Client Services in Human Resources will provide an overview of the PeopleAdmin hiring tool, and discuss practices in hiring.
   - The Assistant to the President for Mission and Identity will discuss the importance of hiring for Mission, and how search committees can incorporate Mission into their hiring practices.
   - The search committee chairs must have attended a search committee chair training workshop within the past 18 months for the search committee to be approved in People Admin.
   - All search committee members must watch a video outlining best practices in hiring.

6. Once the faculty hiring request has been approved, the diversity hiring plan and search committee membership have been reviewed, and the search committee chair has attended the workshop, the People Admin site for the search will be released to the search committee chair and members.

4.0 Full-Time Faculty Hiring Process – Summer/Early Fall Semester Items

7. A faculty hiring search committee chair training workshop will be held again early in the Fall semester.

8. The search committee should consider what criteria they would like to use to evaluate the candidates.
   - All evaluation criteria, and the evaluation rating scale, are housed in People Admin.
   - Search committees can request HR add new evaluation criteria, and specify an evaluation scale, in People Admin by contacting Mary Krieg (mkrieg1@slu.edu).

5.0 Full-Time Faculty Hiring Process – Fall Semester Items

9. The search committee should evaluate all applicants, with comments, using the evaluation criteria they have added to People Admin.

10. As the search committee begins to evaluate applicants they should consider the disposition codes in People Admin.
    - The search committee chair and members should familiarize themselves with the disposition codes currently in People Admin.
- Note that there are disposition codes specifically for applicants who were not contacted, for those who were interviewed only by phone/Fuze/Skype, and for those who were brought to campus but not offered the position.
- The search committee chair and members should determine if the available disposition codes are adequate for their applicant pool.
- Requests for new disposition codes should be emailed to Christine Rogers in the Office of Faculty Affairs (rogerscl@slu.edu). The Director of Institutional Equity and Diversity and the Associate Provost for Faculty Affairs and Development will review the requests. Mary Krieg (mkrieg1@slu.edu) in HR will add approved new disposition codes to People Admin.
- **Search committees cannot use the same disposition codes for all applicants.**
- The search committee chair, or a search committee member, must enter the disposition codes for all applicants. This duty cannot be given to a business manager or college/departmental administrator.

## 6.0 Ongoing Tracking of Hiring Practices

11. The race, gender, veteran status, and disability status of the search committee chair and search committee members will be tracked by the Director of Institutional Equity and Diversity via Banner information.
   - This information is not available to search committee chairs and members.

12. The race, gender, veteran status, and disability status of the applicants, those given phone/video interviews, those given campus interviews, those offered the position, and those hired will be tracked by the Director of Institutional Equity and Diversity via People Admin information.
   - This information is not available to search committee chairs and members.

## 7.0 Workflow for Faculty Hiring Approvals

- **College submits business plan to Provost’s Office by Feb. 1, and this is approved by March 1**
- **College submits People Admin requisition for positions in approved business plan – this must include, diversity plan, search committee chair and membership, and date to begin advertising position**
- **Assistant Provost for Finance reviews People Admin request to determine if it is part of College business plan – Assistant Provost for Finance approves budget for position**
- **Associate Provost for Faculty Affairs and Development reviews People Admin request for search committee membership and diversity plan, and determines if search committee chair has attended training workshop in past year – Associate Provost for Faculty Affairs and Development approves position for search**
This policy was:
1. Approved by President: *March 4, 2017*
2. Approved by CADD: *February 24, 2016*
3. Adopted without amendment by Provost Nancy Brickhouse: *February 24, 2016*
4. Minor revisions approved by CADD and Provost Nancy Brickhouse: *February 22, 2017*