

McMicken College of Arts & Sciences

Guidelines for Faculty Hiring

July, 2013

Provost Policy 5.2.4

"All colleges, units and departments in the Provost Division shall submit a Requisition to create and/or fill a vacant position within their college, unit or department via the approved university recruitment and hiring mechanisms before any search is undertaken; before any advertising is run; before any employment offers are extended to candidates; and before any candidate begins working."

Dean's Office: Position Approved and/or Listed on Hiring Plan

All requests for faculty positions (except Term Adjuncts) must be reviewed and approved by Dean Ronald Jackson prior to the creation of a hiring requisition in People Admin. The Dean will notify the Department Head of the approved faculty track (Visiting, Non-tenure track or Tenure-track) and academic rank.

Department/Unit: Recruitment Plan or Waiver Request

All faculty searches require submission of an approved Recruitment Plan or an approved Waiver of Recruitment Request form.

- **Recruitment Plan** – the first document required in a Faculty Search is the Recruitment Plan Approval Form. The form can be found on UC's Human Resources Department's website or by following this link: www.uc.edu/hr/forms.html.

ACTION STEP:

The Recruitment Plan Approval Form must be completed with all of the pertinent information related to the position:

- The position type.
- Department demographical information.
- The identification and make-up of the Search Committee.
- Identification of the recruitment resources to be used
- Copy of the ad text to be used in the search. The ad text must include a statement referring candidates to apply online at **www.jobsatuc.com** and reference the job posting number assigned (213UCXXXX). It should also include the following statement - *"The University of Cincinnati is an equal opportunity/affirmative action employer. Women, people of color, people with disabilities and veterans are encouraged to apply."*
- The completed form should include a list of the websites, list-serves, conferences and personal contacts that will be used during the search.
- All Faculty Searches conducted in the McMicken College of Arts & Sciences are required to use **Diverse Jobs** as one of the advertising resources. This is the jobs website for Diverse Issues in Higher Education, the flagship for careers and higher education recruitment in academia. The Hiring Manager should contact Mike Sonntag in the A&S Business Office to coordinate the ad.
- Additional Resources can be found within People Admin via the drop-down menu on the Advertising Sources tab in the requisition.
- More recruitment advertising resources can be found on the UC Office of Equal Opportunity website in the **UC Recruitment and Search Guide**...see APPENDIX V – Web-Based Recruitment Resources.
- If you have any questions, please refer to **Page 9** (Position Description) the **UC Recruitment and Search Guide** available on the OEO website

(http://www.uc.edu/content/dam/uc/hr/equalopportunity/docs/recruitment_search_guide_web.pdf).

- **Note:** The Department of Labor no longer requires print advertising for permanent positions for international hires. Electronics or web-based ads in national professional journals can now be used to fulfill the advertising requirements for permanent petitions provided the ad is for a national professional journal (Career Builder.com or Monster.com, etc. are not acceptable) and the job listing is viewable to the public without payment of the subscription and/or membership fee. Electronic or web-based advertisements must be posted for at least 30 calendar days on the journal's website and the hiring department must be able to document the start and end date of the advertisement, the content of the advertisement and that fees are not required for viewing. Print ads can still be used if the criteria above can't be met. (Effective 2011).

ACTION STEP:

Send the completed form to Marilyn Kershaw who is the College's Equal Opportunity Coordinator for review and approval. Departments must resubmit any edits for Marilyn to approve. When the plan is finalized, Marilyn will send it to the Office of Equal Opportunity to review before the search committee meeting with the Office of Equal Opportunity (OEO).

- **Search Committee Meeting with OEO** - The ENTIRE Search Committee is required to meet with a representative from the Office of Equal Opportunity (usually Karla Phillips) at the beginning of the search process. She will approve the Recruitment Plan at the initial search committee meeting and review the hiring process with the committee members. The Hiring Manager should attend the first committee meeting, also.
- **Recruitment Waiver Request** – In cases where there are special circumstances warranting an exemption from a full recruitment and search (such as cases involving a targeted hire, filling multiple positions from a single pool of applicants, a diversity hire, recruitment of an individual renowned in their discipline, etc.) a Department can complete and submit a Recruitment Waiver Request. This document can be located on the McMicken College of Arts & Sciences Business Office website - (<http://www.artsci.uc.edu/faculty-staff/business-resources/employee-appt/faculty-appointments/faculty-hiring-guidelines.html>).

ACTION STEP:

The Recruitment Waiver Request Form must be completed and submitted to Mike Sonntag or Pat Woods in the College Business Office along with any other required documents, such as the resume/cv of the person to be hired. Once reviewed by the College Business Office, the Recruitment Waiver Request Form is sent to the Provost Office and then on to OEO for review and approval.

If the waiver is approved, it must be added into the appropriate space on the People Admin requisition, and the completed form must be attached in the Documents Tab.

If the waiver request is not approved, then the search is conducted utilizing all of the normal recruitment channels.

All searches must be conducted through People Admin. Here are some of the basic steps to creating a requisition in People Admin:

Step 1 – Contact Mike Sonntag or Pat Woods to determine appropriate Action Step (create new, fill, or modify) and to notify them the Recruitment Plan has been approved.

Step 2 - Log-in to People Admin and be sure that your User Type is Hiring Manager.

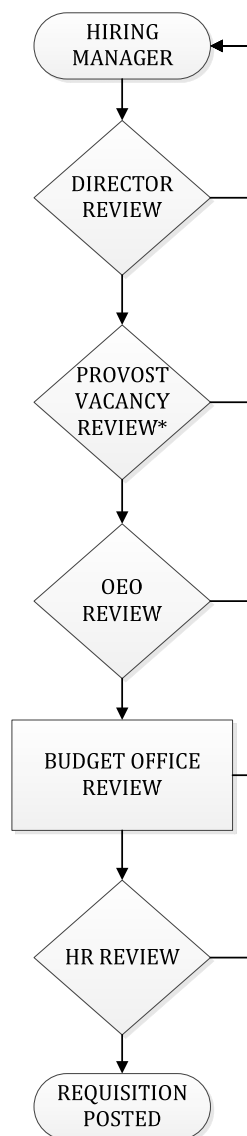
Step 3 - From the menu bar on the left side of the screen select START ACTION under Position Descriptions header.

Step 4 – Choose one of these three options:

- a) If you are creating a NEW position click START ACTION under the header New Position Description Faculty.
- b) If the position you are filling ALREADY EXISTS, but you need to make changes to the position description or position title, click START ACTION under the header Modify/Reclassify Position Description - Faculty.
- c) If the position you are filling ALREADY EXISTS, and there are NO CHANGES to be made to the position, click START ACTION under the header Refill Position - Faculty.

Step 5 – Complete all of the information required for each of the tabs that appear based on your selection in Step 3 above. Please make special note of the following items:

- a) RESPONSIBLE HIRING MANAGERS – for faculty positions please include the Department Hiring Manager, Mike Sonntag, Pat Woods and Barbara Stallmeyer.
- b) JUSTIFICATION – all colleges and units under the Provost must include information in the Justification Section about why filling this position is necessary.
- c) POSITION PHYSICAL REQUIREMENTS – be sure to include the appropriate information about the position's physical requirements. For faculty positions please include – thinking analytically, and frequent verbal and written communication.
- d) WAIVER – if a Recruitment Waiver has been secured, be sure to copy and paste the e-mail from OEO in the Waiver Text Box AND attach the approved Recruitment Waiver Request Form under the DOCUMENTS tab in People Admin.
- e) Be sure to indicate whether or not the position is underutilized in the college for any of the three classes – Women, African Americans, or People of Color. The underutilization percentages can be found in People Admin by clicking on the Utilization Analysis link in the left-hand menu bar and looking up the information for A&S; or by checking the A&S Business Office website.
- f) For faculty searches, be sure to set-up Guest User access in People Admin. This will allow members of the Search Committee to access the applicant data submissions as they begin their review process.
- g) If there are any special circumstances or information about this posting that the reviewers need to know, be sure to make a note of it in the Hiring Managers Comments section.
- h) View "Job Posting Flyer" (upper right hand corner) to view the posting that candidates will see when applying for the position. Edit posting as needed.
- i) Submit the requisition to the Director.



** For more information on the Vacancy Review process, please see the Provost Office Website.*

Posting and Applicant Review Process

Once the position is posted on the UC Jobs Website (www.jobsatuc.com) the Hiring Managers all receive an automated e-mail message notifying them of the posting. The position will remain posted until the date specified in the requisition or until one of the Hiring Managers requests that the posting be removed from the web.

Some things to consider before requesting that a posting be removed from the web:

- **Diversity of Applicant Pool** – the Equal Opportunity Coordinator for the College (Marilyn Kershaw) and the OEO have the ability to review the diversity in the applicant pool. This must be done before interviewing begins, especially for underutilized positions. Postings **cannot** be removed from the web until the appropriate diversity in the Applicant pool is reviewed and approved.
- **Applicant Review** – once there are applications for a position, the Search Committee members may begin their review process by evaluating each of the Applicants on their previous work experience, job knowledge, academic credentials, etc. Interviews are scheduled and conducted. For out-of-town Applicants use of a video-conferencing web

application (such as Skype) is recommended. All Applicants must be reviewed in accordance with the search criteria as stated in the advertisements and the approved Recruitment Plan.

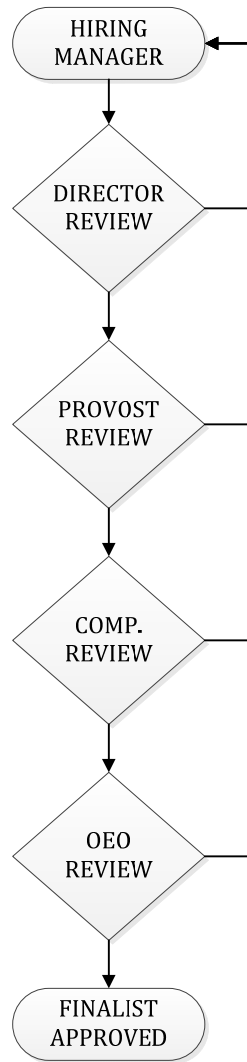
- **Remove from Web** - Once it is determined that no further applications will be accepted for the position a request is submitted to remove the posting from the website.
- **Filling Multiple Positions from a Single Applicant Pool** - if you are hiring for more than one position from a single pool of Applicants, please contact Mike Sonntag or Pat Woods in the Business Office for assistance. Please do not change the status of any applicants; they must all be at the status of "Under Review by Department."
- **Filling a Single Position from a Single Applicant Pool** - if you are filling a single position from a single pool of Applicants, the Applicants that are not under consideration for interviews or hiring can be notified through the People Admin system. The Hiring Managers may select one Applicant at a time, or select multiple Applicants at a time to change their status to "Not Hired – Send E-mail" A reason must be provided for each Applicant and all of the Applicants cannot have the same reason for not being selected.

Complete interview and selection process as outlined in the Recruitment Plan. For each candidate interviewed, OEO requires that the Interview Date, Visual Race and Visual Gender be logged in the system. It should be noted if the interviews were conducted via telephone or in person. If you need assistance with the reasons for not selecting Applicants, please contact Mike Sonntag or Pat Woods.

The Dean must approve all Semi-Finalist lists and Finalists. If submitting more than one Finalist for consideration, please use the "Close Position with Multi-Finalists" option and rank each of the Semi-Finalists as 1st Choice, 2nd Choice, 3rd Choice, etc. and include a brief statement as to why they are ranked in the order submitted. These details should be listed on the Semi-Finalist form in People Admin.

If only one Applicant is being considered as a Finalist for the position, select "Close Position with Finalist". Use this option only if you do not intend to go deeper into your Applicant pool for candidates. If you have ranking list, use the "Multi-Finalists" option as outlined above. You will not have to ask to have the position re-opened.

When you have identified your Finalist (or Semi-Finalists) and the Hiring Proposal (or Semi-Finalist Form) is complete, they are submitted to the Director. Before submitting to the Director, check the Applicant List in the upper right hand corner in People Admin. The Applicant List will allow you to verify that information has been entered correctly for all of the Applicants in the pool.



Hiring Proposal Review and Offer Letter Process

Once the Hiring Proposal is completed, it should be submitted to the Director. The Director will review the Applicant History and the Hiring Proposal to ensure that all documentation has been entered appropriately.

While the Finalist and the Hiring Proposal are moving through the workflow, the Department Head consults Dean on the terms of the Offer Letter for the Finalist. The Department Head normally negotiates verbally directly with the Finalist.

The OEO approval notice will be sent to the Hiring Managers via an automated e-mail message. This triggers the issuance of the formal Offer Letter to be sent by the Dean's Office. At this stage, the offer is still contingent on a positive Background Check and receipt of an official transcript.

Once the offer has been accepted and a signed Offer Letter is returned, the Business Office will order the Background Check. Once the background check is complete and the transcript is received, the Business Office completes the Post-Hire Details in People Admin, attaches a copy of the signed and accepted Offer Letter and Transcript in People Admin. The Business Office will submit a request in People Admin for the Provost Office to make the person Hiring Complete.

Once the Finalist is made Hiring Complete, the Central Human Resources Office data-enters the details of the new hire into UC-Flex. The Business Office monitors this process by checking PA20 and completes the New Hire Documents Checklist for faculty.

Welcome and OnBoarding Process

Once the New Hire Checklist is completed, the Business Office continues to monitor the process to ensure that the new employee's payroll records are unlocked before their first payroll run. A new employee cannot be paid while their payroll record is locked in UC-Flex.

The Business Office will also issue a Welcome Packet to the new Faculty Member containing the following information:

- Welcome Letter – contains detailed hiring information and links to forms for the new Faculty Member to complete and take with them for the OnBoarding in HR; how to create a security profile; setting-up a UC e-mail account; details about the Employee Self-Service (ESS) portal; link to Benefits Information; and Important Dates to Remember.
- Campus Map
- College Brochure
- UC Childcare Information
- Computer Specifications (if applicable)
- Relocation Information (if applicable)

Additional Faculty Hiring and Selection Resources

- **University of Cincinnati Recruitment and Search Guide** – available on the OEO website or via the following link:
http://www.uc.edu/content/dam/uc/hr/equalopportunity/docs/recruitment_search_guide_web.pdf
- **A&S Business Office Website** – available under the heading Employee Appointments via <http://www.artsci.uc.edu/faculty-staff/business-resources/employee-appt/faculty-appointments/faculty-hiring-guidelines.html>.
- **Manager's Tools for Faculty** – including information about People Admin training, access, workflow, troubleshooting, etc. <http://www.uc.edu/hr/toolkits/manager/faculty.html>.
- **Manager's Tools for People Admin** – specific information about People Admin issues <http://www.uc.edu/hr/toolkits/manager/faculty.html>.

Additional Faculty Hiring Key Contact Information

- McMicken College of Arts & Sciences:
 - Mike Sonntag (Business Office) – 556-5209
 - Pat Woods (Business Office) – 556-5882
 - Marilyn Kershaw (Equal Opportunity Coordinator) – 556-5810
 - Ronald Jackson, Dean – 556- 5858
- UC Office of Equal Opportunity and Access (OEO)
 - Karla Phillips (A&S Contact) - 556-2788