

**UMSL Faculty Hiring Process (Benefit-Eligible Faculty)**

**Draft as of 6/22/22**

1. College Dean submits request for faculty hire to Provost. Request consists of the following:
  - a. Justification document
  - b. Organization document (listing of current faculty by rank)
  - c. Proposed salary range
2. Provost reviews and either approves for submission to justification committee or returns to College.
3. College submits justification materials to HR with Provost approval. HR posts to Justification Committee.
4. Justification committee either approves or returns to college.
5. HR informs College, ODEI and Academic Affairs of decision if approved. If the position has not been approved, Academic Affairs will notify the Dean.
6. ODEI reaches out to the department contact at the beginning of the search process with information and resources to support an inclusive and equitable search including recommendations for the job posting, recruitment strategy, and rubrics.
7. Search committee sends job ad to ODEI for review.
8. Search committee or Business Manager/business staff sends final job posting (Job Requisition Form with Dean and Business Manager approval) to HR at [employment@umsl.edu](mailto:employment@umsl.edu).
9. HR posts job.
10. Prior to review of applications, ODEI facilitates discussion with search committee about inclusive excellence, implicit bias, and best practices.
11. Search committee develops screening rubric for applications and interview questions and sends to ODEI for review.
12. After reviewing applications and deciding upon the candidates who will be interviewed,

submit the full pool of candidates along with the job code to [employment@umsl.edu](mailto:employment@umsl.edu)  
For each candidate NOT selected to move forward in the process, please provide a reason (insufficient teaching or publication record, has not taught relevant classes, etc.).

13. Search committee completes initial screening of semifinalists to generate finalist pool.  
It is expected that at least three candidates will be invited for campus presentations.
14. Finalists come to campus; search committee solicits feedback from campus and completes reference checks.
15. Following finalist visits, search committee creates a report of strengths and weaknesses of each candidate as assessed through committee screening process as well as feedback from faculty, students and staff.
16. Search committee provides Dean with the committee report.
17. After reviewing the search committee report, the Dean provides Provost with recommendation to hire.
18. Provost provides Dean with parameters for verbal offer (e.g., salary range, immigration needs, if applicable revised tenure timeline).
19. Dean will have parameters for negotiation, if outside those parameters will need to go back to the Provost for approval.
20. If candidate does not accept Dean either brings forward next acceptable candidate or fails search.
21. When candidate verbally accepts Academic Affairs works with Unit to create offer letter.
22. Provost office provides HR ([employment@umsl.edu](mailto:employment@umsl.edu)) with signed offer letter for HR to upload to DocuSign.
  - a. DocuSign will route the letter to the Provost and candidate for signature.
  - b. When both parties have signed the letter, DocuSign will notify both of a completed letter.
  - c. HR will upload the signed letter into eRecruit Activities and Attachments.
23. HR initiates a CBC and transcript verification.
24. Unit Business Manager (or designated business staff) submits to HR Shared Services for processing the Moving Allowance information, when applicable.

25. HR Shared Services updates the hiring status of non-finalist candidates. Search committee communicates with other finalists.
26. HR shares CBC and transcript verification results with Academic Affairs.