

UMSL Faculty Hiring Process (Benefit-Eligible Faculty)

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 (step 2).
3. College submits application to HR with Provost approval. HR posts to Justification Committee.
4. Justification committee either approves or returns to college.
5. HR informs College of decision. If the position has been approved will also notify ODEI and Academic Affairs.
6. ODEI reaches out to the department contact to begin search process.
7. College/Department forms a search committee in consultation with ODEI.
8. Search committee meets with ODEI for inclusive excellence and job ad discussion.
9. Search committee creates ad posting and develops screening rubric. ODEI reviews ad, search rubric, recruitment strategy, and job postings prior to posting. Search committee submits Academic job requisition form to HR.
10. HR handles job posting.
11. Prior to the job posting closing, HR will conduct a review of the candidate pool to determine whether the diversity of the pool reflects the discipline-specific workforce (pool certification).
12. Search committee completes its initial review of all candidates (screening rubric) and generates a list of semifinalists and a series of interview questions.
13. ODEI reviews semifinalist search questions.
14. Search committee completes initial screening of semifinalists to generate finalist pool of at least three candidates.

15. Finalists come to campus; search committee solicits feedback from campus and completes reference checks.
16. Search committee provides Dean with recommendations.
17. Dean provides Provost with recommendation to hire.
18. Provost provides Dean with parameters for verbal hire (e.g., salary range, immigration needs, if applicable revised tenure timeline).
19. Offer is submitted through eRecruit. After fully approved in eRecruit, the verbal offer may be extended.
20. Candidate accepts verbal offer, declines offer or counters. [Dean will have parameters for negotiation, if outside those parameters will need to go back to the Provost for approval.] If candidate does not accept Dean either brings forward next acceptable candidate or fails search.
21. When candidate verbally accepts Academic Affairs works with College to create offer letter.
22. Candidate signs offer letter.
23. HR communicates with remaining non-finalist candidates. Search committee communicates with other finalists.
24. HR starts background check and transcript verification, routed through Academic Affairs.
25. [In development on-boarding process toolbox]