

### **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.
3. College submits justification materials to UMSL HR ([employment@umsl.edu](mailto:employment@umsl.edu)) with Provost approval. HR posts to Justification Committee.
4. Justification Committee either approves or declines to approve and returns the request to College. Academic Affairs, HR, and ODEI are part of the meeting and are aware of the decision.
5. The Provost notifies the Dean of decision, who is responsible for notifying the Department Chair.
6. ODEI reaches out to the department contacts (often the Department Chair and Search Committee Chair) 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 Chair sends job ad to ODEI for review and makes necessary changes.
8. Search Committee Chair sends requisition form to the Business Manager with final job posting ad; Business Manager completes form, gets Dean approval, and sends it to UMSL HR ([employment@umsl.edu](mailto:employment@umsl.edu)).
9. UMSL HR reviews to confirm accuracy and completion, and sends job posting requisition form to Shared Services for posting.

10. Prior to review of applications, ODEI facilitates discussion with search committee about inclusive excellence, implicit bias, and best practices. HR is invited to provide training around accessing applicant materials.
11. Search committee develops screening rubric for applications and interview questions and sends to ODEI for review.
12. 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.
13. Search committee completes Reference Checking by either (a) requesting a SkillSurvey report be conducted for each candidate by UMSL HR, or (b) conducts reference checking through two-way communication with candidates' references and documents the conversation.
14. Finalists come to campus and search committee solicits feedback from campus.
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, and the results of the reference checks.
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). The parameters have already been agreed to in principle by the Justification Committee.
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. In the offer letter, Provost's Office adds:
  - a. The signature blocks for Provost and candidate;
  - b. Job Posting ID # in the footer; and
  - c. For 9-month faculty:
    - i. Two (2) check boxes for pay election
    - ii. "I elect to be paid in either [ ] 9 monthly installments or in [ ] 12 monthly installments"
23. When applicable, Provost's Office attaches a Moving Allowances form to the offer letter for the applicant's signature.
24. Provost's Office uploads the offer letter to DocuSign.
  - a. Provost's Office adds the Business Manager as a recipient who receives a copy.
  - b. DocuSign will route the letter to the Provost and candidate for signature, and concurrently notify the Business Manager of the progress.
  - c. When both parties have signed the letter, DocuSign will notify HR Recruit team, the Provost, and the Business Manager that the letter is complete.
25. When the offer letter is signed, Business Manager submits offer details that will match the details in the offer letter to Stripes:
  - a. Candidate name, Job ID, start date, salary, position number, moving allowance if applicable
26. HR Recruit team uploads the signed letter and the reference checking documentation (either SkillSurvey report or documentation of two-way communication with finalist's references) into eRecruit Activities and Attachments.

27. HR Recruit team accepts the offer in eRecruit and removes job from internal and external job posting boards.
28. HR Recruit team initiates a CBC and degree verification.
29. HR Recruit team emails Shared Services and the Business Manager a notification that a CBC has been initiated.
30. Once candidate is hired, other candidates in the pool will be dispositioned as “Rejected” unless otherwise noted by the search committee.
31. Search committee communicates with other finalists.
32. Regular HR hiring process continues, resulting in final hiring of the candidate.
  - a. ePAF will be created based on the details in the job posting requisition and offer letter.