

Hiring Procedures for Faculty

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HIRING PROCEDURES

SECTION I: PROCEDURES FOR NEW FULL-TIME FACULTY APPOINTMENTS

Faculty recruitment is the primary responsibility of the dean or director and the department chair. The department chair and the dean or director identify each position to be filled and agree on competencies required, salary range, and if the position is to be tenure track. Policies identified in the Faculty Handbook, Sec. 101, Appointment, as well as the hiring procedures of the respective college or library also govern appointment activities. Departmental faculty should take an active role in identifying possible candidates for positions.

A. Search Committee

A search committee, selected by the faculty of the department according to the college's guidelines, will have the responsibility of making a recommendation for an appointment. The committee's chairperson shall be responsible for keeping an accurate record of the search process and procedure. The chairperson is also responsible for timely notices to candidates of the receipt of their applications and notices of rejection. The process begins with the initiation of the Applicant Clearinghouse form.

B. Applicant Clearinghouse Form and Applicant Data Sheet

Prior to advertising, the department must initiate an Applicant Clearinghouse form (Appendix Ai,Aii) for all full time, benefited positions. Instructions for the Applicant Clearinghouse form are on the reverse of the form. The department completes Part A, Position Vacancy Announcement, forwards the original and yellow copy to the Applicant Clearinghouse Coordinator in Human Resources, and retains the blue, green, and pink copies. This must be done prior to advertising so that the vacancy can be filed with the University System of Georgia.

Applicant Data Sheets (Appendix B) and postage paid envelopes, obtained from Human Resources, must be mailed to each person applying for a position. Please put the number of the Applicant Clearinghouse Form (PVA# found in the upper right hand corner of the form) in the upper right hand corner on the Applicant Data Sheet and photocopy as many of the Applicant Data Sheets as needed.

C. Advertising

1. Placement: A new position should be placed on the Human Resources job listing found at <http://www.bf.westga.edu/hrpay/>. A description of the proposed publication where the position will be advertised and costs should be developed

by the dean or director and department chair in accordance with AA/EEO guidelines. Ordinarily, the advertisement will be placed in such profession-wide publications as the Chronicle of Higher Education. The advertisement may also be put in job lists of professional publications for the field. Other media that have potential for reaching culturally, ethically, and racially diverse groups should be used.

2. **Wording:** Colleges are encouraged to use display ads to advertise for several vacancies at one time. The ad should be kept to the concise essentials: field, rank, required and preferred qualifications, salary range (if desired), starting date, application deadline, contact person, and AA/EEO indication. Position announcements should include a statement about when the review process will begin. If information on the University is provided, it should be limited to basic identification: e.g., “The University of West Georgia, www.westga.edu, is a public institution of approximately 10,000 students, in a small town setting 50 miles west of Atlanta.” The job list web site, <http://www.bf.westga.edu/hrpay/>, should also be given.
3. **Cost:** Please limit the extent and cost of advertising to that necessary for securing a reasonable pool of applicants. Display ads should be used only for a major position, or for several positions. Approval for all advertisements should be obtained from the respective dean’s office prior to submission.

D. Applications

All applications must be acknowledged when received. See Appendix C for a sample acknowledgement letter. This notice should accompany the Applicant Data Sheets.

E. Interviewing

The department or search committee chair should assemble applications and other documents and seek advice from department members concerning candidates for interviews. After preliminary evaluations have been made, including telephone inquiries, the leading candidate(s) should be brought to the campus for interviews with the department chair, dean or director, and members of the department. In the case of major appointments such as a department chair, a meeting with the Vice President for Academic Affairs and other appropriate administrators should be arranged. Please contact the Office of the Vice President for Academic Affairs prior to making these appointments.

A checklist for interviewing, “Guidelines for Lawful Interviewing” is included, Appendix N.

Candidate interviews should be limited to no more than three candidates for regular tenure-track faculty positions, or five for department chairs, unless the candidates should turn out to be unacceptable. One or two interviews might be sufficient if the candidates are clearly superior on paper and from telephone contacts. Interviewing should be limited to one day – except in cases where a Saturday night’s stay can

significantly reduce airfare and provide the candidate with a free day for touring the area.

Each candidate must make their own arrangements for airline travel; however, this expense will be reimbursed to the candidate. The department or search committee chairperson should encourage the candidate to purchase as low a fare as possible. Travel arrangements, in most cases, should be made well enough in advance to allow for discount fares. Arrangements should be made to pick up the candidate from the airport. The Vice President's Office does not reimburse travel to the airport for this purpose.

Please refer to the Department Head's Guide to Human Resources (<http://www.bf.westga.edu/hrpay/>) for further information on advertising and interview guidelines. Special note should be made of prohibited interview subjects.

If the search committee wants to interview a candidate who is employed by an institution within the University System of Georgia, the chairperson must notify the Vice-President's Office. By Board of Regents' policy 803.05, the President must secure approval from the president of the employing institution prior to the search committee contacting the faculty member. Any subsequent letter of offer must include a statement to the effect that acceptance can be made only after all contractual obligations have been fulfilled or a replacement secured.

F. Selection of Candidate

The search committee presents its recommendation to the department chair. In the case of a department chair appointment, the search committee forwards a recommendation to the dean. Refer to the Faculty Handbook, Section 101.0104, Appointment Considerations, and 101.0105, Determination of Appropriate Rank. Minimum criteria for rank are addressed in Section 101.02. See Section I, G of this manual for information on appointments of deans or directors.

Following selection of a candidate for a position, the department chair should forward to the dean a dossier including the following information:

- Authorization to Employ
- Resume
- Draft of Letter of Offer
- Affirmative Action Checklist (Appendix D)
- Applicant Clearinghouse form
- Copy of transcript of highest degree
- Advance Data for Banner (Appendix O)

Authorization to Employ

A sample of the Authorization to Employ form can be found in Appendix E. If a person is being recommended for a one year appointment, it is important that this be indicated on the Authorization to Employ by checking the "Temporary" box. The rank/title should also include "Temporary".

After careful review, if the dean or director approves hiring the proposed candidate, the dean will sign the Authorization and forward it along with the other materials to the Budget Office. The Budget Office will then forward the dossier to the Vice President for Academic Affairs who in turn sends it to the President for approval and signature. After all signatures are complete, the original documents are sent back to the dean's office and the formal Letter of Offer is sent to the candidate.

Advance Data for Banner

This form, when sent up with the Authorization to Employ, will allow early input of the faculty person's information in Banner. This is important so that the Registrar's Office can assign courses to specific faculty making it possible for faculty to retrieve class rolls at the beginning of the term. If the course is assigned to "Staff", it is impossible to retrieve class rolls.

Probationary Credit

Persons who have taught full-time at another institution should, early in the interview process, be made aware of the possibility of transferring probationary credit toward tenure. They may, of course, be told that no credit will be given. If probationary credit is to be offered, it must be indicated on the Authorization to Employ for approval by the chair, dean, vice president, and president, and then indicated in the Letter of Offer. According to Board of Regents' policy, probationary credit cannot be given after the faculty member is employed.

Tenure on Appointment

On rare occasions, a candidate may be offered tenure on appointment. Only candidates with outstanding and demonstrable national reputations will be eligible for consideration. Please call the Office of the Vice President for Academic Affairs for the procedure. No commitment can be made to any candidate prior to the Vice President contacting the Senior Vice Chancellor for Academic Affairs at the Central Office.

Contingencies

If the candidate will soon complete the appropriate terminal degree, the employment offer may be made contingent on completing the degree. The details of the contingency must be clearly stated on the Authorization to Employ and in the Letter of Offer. If the rank and salary are to be reduced if the degree is not completed, this must be stated in the letter.

G. Letter of Offer

When the approved Authorization to Employ form is returned to the dean's office, the formal Letter of Offer (Appendix F) along with a Security Questionnaire can be mailed to the candidate. The letter must contain the following information.

1. Nature of the position and rank must be indicated. If the position is temporary, this must be stated in the letter.
2. Beginning date of employment and, if a temporary position, the ending date must be included.

3. The salary for the academic or fiscal year is stated.
4. If the employment is contingent on obtaining a degree, this must be included in the letter.
5. Any probationary credit must be included. If probationary credit is granted, a copy of the letter of offer is kept on file in the Regents' Central Office.
6. The letter must indicate that the offer depends upon receipt of official transcripts, loyalty oath, and three letters of recommendation.
7. The letter must stress that employment is conditional based on final approval from the Board of Regents.
8. Reference should be made to the Faculty Handbook as a resource for employment policies and expectations.
9. The letter must also emphasize the necessity to complete the Employment Eligibility Verification Form (I-9) in the Human Resources Office.
10. All letters of offer must include instructions for non-resident aliens to provide appropriate INS documentation.
11. There must be a request for the candidate to sign the letter indicating his or her acceptance of the offer and for the candidate to return that letter to the dean's office.
12. It is important that the Security Questionnaire be mailed to the candidate at this time.

H. Major Appointments

When hiring a dean or director of the library, the President shall appoint a search committee (Faculty Handbook, Section 101.0101). The search committee will place the appropriate advertisements following the same procedures as for regular faculty positions. When the search committee has determined the candidates, usually five, to bring to campus for an interview, the chair of the committee submits a list of such candidates through the Vice President for Academic Affairs to the President. The President approves the list of those candidates to be interviewed. After the interviews, the chair of the search committee submits a list of at least three candidates in unranked order through the Vice President to the President. The list should include a discussion of each candidate's strengths and weaknesses. The files for the three candidates should contain a memo stating years of probationary credit or recommendation for tenure upon appointment, beginning date of employment, official transcripts, completed Affirmative Action Checklist, completed Applicant Clearinghouse Form, Part A, and letters of recommendation.

The Vice President for Academic Affairs ascertains by telephone whether the preferred candidate is willing to accept the position, pending the Board of Regents' approval.

I. Completion of Paperwork for Regular Faculty

After the original Letter of Offer is accepted and returned by the candidate, the department or dean's office will immediately mail a memo to the Benefits Counselor with information about the new hire. (See Appendix G.) In addition, a letter of regret should be sent to all rejected candidates. (See Appendix H.) The Applicant Clearinghouse Form, Part B, should be completed according to the directions on the reverse side of the form.

The following documents should be gathered and forwarded to the respective dean's or director's office. All documents should be together before sending the package on to the next level. If the documents are incomplete or inaccurate, the dossiers may be returned to the department for revision.

- New Faculty Information Sheet (Appendix I)
- Personnel Action Request (complete set) (Appendix J)
- Budget Amendment, original
- Authorization to Employ
- Letter of Offer, original
- Security Questionnaire, original (Appendix K)
- Affirmative Action Checklist, original
- Applicant Clearinghouse form (blue and green copies)
- 3 letters of recommendation (on letterhead and originals unless through a career placement agency)
- Resume
- Official transcripts for every degree and any additional coursework

After the dean's or director's office checks the documentation for accuracy and completeness, the package is sent to the Office of the Vice President for Academic Affairs. If any information is lacking, the package may be sent back to the dean's or director's office. The candidate's information will be entered into the Board of Regents' Faculty Information System to be included on the agenda of the next Board of Regents' meeting. All of the original paperwork remains on file in the President's Office.

A contract cannot be issued for a new faculty member until the Board of Regents has officially approved the appointment, or in the case of time constraints, administrative approval is obtained from the Regents' Central Office. Contracts should be issued prior to the faculty member being paid, so processing the paperwork in a timely manner is critical to the faculty member being paid on time. If any of the required items are missing, it could result in the delay of the new faculty person getting paid. Do not forward the Personnel Action Request (PAR) directly to the Budget Office, as all documents must be in order prior to processing the PAR.

Persons hired for the first time must also complete an Employment Eligibility Verification Form (I-9) in the Payroll Office. For I-9 verification purposes, a passport or a driver's license is needed, along with either a social security card or a certified copy of a birth certificate. It is a Federal requirement that these documents be presented in person within three days of the start of employment.

J. Record Keeping Requirement

All search records including applications and resumes must be kept by the recruiting unit for 2 years after the search is completed. Please refer to the University System Records Management web site <http://www-test.rath.peachnet.edu/usgweb/busserv/introduction/>.

SECTION II: TEMPORARY FULL-TIME FACULTY

There are occasions when an offer is made to hire a faculty member for a one-year appointment. It is very important that the Authorization to Employ form is marked as “Temporary,” and that “Temporary” or “Visiting” is included in the title. The Letter of Offer must state clearly the temporary nature of the appointment. Please see a sample letter of offer in Appendix L. All other paperwork, including the Affirmative Action Form and the Applicant Clearing House Form, required for regular full-time faculty is required for temporary faculty.

Temporary faculty will be issued a letter of termination three months prior to the expiration of their contract. Benefits for temporary faculty end with the contract expiration.

It is possible to rehire temporary faculty by either sending the faculty person a letter of renewal rather than a letter of termination three months prior to the contract expiration, or by starting the hiring procedure again with a new Authorization to Employ. In this case, a new Personnel Action Request form will have to be completed. If these steps are taken prior to the expiration of the contract, benefits will continue throughout the summer months.

SECTION III: PROCEDURES FOR HIRING PART-TIME FACULTY

A. Part-Time Faculty

Department chairs initiate requests to hire part-time faculty. The paperwork for hiring new part-time faculty is the same as for full-time faculty except the Applicant Clearinghouse form and the Affirmative Action Checklist are not needed. “Part-time” must be marked on the Authorization to Employ and included in the title. The course(s) that will be taught should be included on the Authorization. The Letter of Offer must stress that the offer is conditional based on enrollment in the course(s). Please see a sample in Appendix M.

Each subsequent year that the part-time faculty person is hired, an Authorization to Employ, Letter of Offer, Personnel Action Request, and budget amendment are required. If the same person is hired to teach in a subsequent term of the same fiscal year, the chair must submit another PAR and budget amendment, but the Authorization to Employ and Letter of Offer do not need to be repeated. If the prospective part-time faculty’s course is cancelled, a second PAR must be submitted, canceling the action requested on the first one. No compensation will be paid in such instances.

B. Retired Faculty

Retired faculty cannot teach part time until at least thirty days after the effective date of their retirement. The retiree must work less than half-time, and at a salary less than 50% of the annual benefit-base compensation amount that he/she was earning at the time of his/her retirement. (Board of Regents Policy Manual 802.0903)

By Board of Regents' policy, approval must be obtained from the Board of Regents prior to the reemployment of a retiree. The Authorization to Employ form must be submitted to the VPAA as early as possible so that approval can be obtained before the term begins. The Letter of Offer may not be extended to the retiree until Board approval is obtained. The salary must be consistent with the retiree's work commitment.

C. General Policies

Hired on a per semester basis, part-time faculty members may teach up to five 3-semester hour courses over 9 months or seven 3-semester hour courses over 12 months. They may not exceed .35 EFT for nine months or .49 EFT for 12 months computed at the rate of .07 EFT per 3-semester hour course.

Teaching expectations for part-time faculty are the same as those for full-time, though part-time faculty are not responsible for all the instruction-related duties expected of full-time faculty.

Part-time faculty are provided the same teaching support services provided to full-time faculty, including secretarial help, library privileges, parking, etc.

Part-time faculty members are not eligible for institutional benefit plans, and part-time service is not creditable toward state retirement or tenure. Part-time faculty cannot be paid travel expenses for teaching courses on campus (nor can full-time faculty). For teaching off campus courses, they can claim travel expenses, up to the distance from the campus to the teaching site.

D. Adjunct Faculty

Adjunct faculty are those that teach with no compensation. Such part-time faculty are usually current West Georgia non-faculty employees teaching as part of their regular duties. An Authorization to Employ form, Letter of Offer, 3 recommendations, resume, and official transcripts are required. A PAR is not required.