

HIRING PROCEDURES: *FACULTY POSITION*

A) *TO FILL A VACANT FACULTY POSITION:*

- 1) To initiate the filling of a faculty position (replacement or newly created), complete the *YSU Vacant Faculty Position Requisition* form (HR-1). Follow the instructions that accompany the *YSU Vacant Faculty Position Requisition* form (HR-1a).
- 2) Complete a *Draft Faculty Position Announcement* (HR-2).

Note: If you wish to have the position advertised in a newspaper, journal, or publication specific to your discipline, you should also submit a draft of the advertisement along with instructions from the publication on placing an ad. National searches are normally advertised in the *Chronicle of Higher Education* or as requested.

- 3) Following approval by the Provost, the *YSU Vacant Faculty Position Requisition* form (HR-1) will be forwarded to Human Resources for processing. Original documents for disapproved positions will be returned to the originating department for further justification as necessary.

For approved positions:

- a) Human Resources prepares a faculty position announcement and distributes it to all departments throughout the YSU campus and to the Office of Equal Opportunity and Diversity. The announcement is also placed on the Human Resources Web Page. In addition, Human Resources coordinates the preparation and placement of advertisements as appropriate.
- b) Human Resources initiates a Search Committee meeting for the hiring department. The Office of Equal Opportunity and Diversity and Human Resources meets with the Search Committee to review hiring procedures, discuss types of questions that can and cannot be asked during the interview, and to provide guidelines and a checklist for the hiring department to follow. The Office of Equal Opportunity and Diversity reviews the Search Committee's charge and responsibilities for equal opportunity and diversity consideration during the search. Responsibilities of the search committee are to screen applicants, conduct interviews, conduct and provide evidence of reference checks, review credentials, and recommend candidates to the hiring department.
- c) Obtain formal application and three written references for position finalists prior to on-campus interviews.
- d) Review the *Guidelines for Bringing a Candidate to Campus for Interview* (HR-4a) that accompanies the reimbursement voucher. Provide a *Reimbursement Voucher, Candidates for Employment* form (HR-4) to each candidate and each complete the top section. The Chair of the hiring department signs the form and advances it to his/her Dean, who signs as appropriate and sends the form to Human Resources for payment authorization.

B) TO MAKE AN APPOINTMENT:

- 1) Complete the *Hiring Department's Check-off List (HR-9)* and *YSU Faculty Appointment Recommendation form (HR-5)*. Place the Check-off list on top and advance with the *YSU Faculty Appointment Recommendation form* and the attachments indicated in Box 12 through normal reporting channels to the Provost for disposition. Original documents for disapproved positions will be returned to the originating department; otherwise, approved appointments are advanced to Human Resources for final processing.
 - a) If relocation expenses are to be provided by YSU, complete the *Recommendation for Relocation Allowance (HR-6)* and submit with the *YSU Faculty Appointment Recommendation form (HR-5)*.
- 2) Complete the *YSU Affirmative Action Appointment Recommendation form* and submit it to the Office of Equal Opportunity and Diversity. The approved form will be forwarded to Human Resources and a copy will be returned to the hiring department.
- 3) Upon receipt in Human Resources:
 - Human Resources verifies that the transcript submitted is an official transcript and that the candidate's highest earned degree is from an accredited post-secondary institution or equivalent foreign institution; exceptions may be approved by the Provost.
 - Human Resources confirms the Chairperson's signature that verifies his or her review of the candidate's employment history, three written letters of reference and two verbal reference checks beyond the references supplied by the candidate.
 - Human Resources confirms the Provost's signature that approves the appointment recommendation noting any conditions of employment and/or questionable background issues reviewed.
 - Human Resources notifies the department of the Provost's recommendation. The hiring department contacts the candidate to advise him/her that the appointment is provisionally approved, subject to credential and background check verifications by Human Resources, and to discuss a salary offer. The hiring department relays the outcome of this verbal provisional recommendation to Human Resources.
 - Human Resources conducts a background check and verifies the credentials. If satisfactory, Human Resources contacts the candidate to finalize the offer.
 - Human Resources issues an appointment letter and contract with the provision that the offer is contingent upon the completion of a satisfactory background check.
- 4) Once the candidate has signed the offered contract and returns it to Human Resources, an invitation is extended to an orientation session provided by Human Resources.

Attachments:

HR-1	YSU Vacant Faculty Position Requisition
HR-1a	YSU Vacant Faculty Position Requisition Instructions
HR-2	Draft Faculty Position Announcement
HR-4	Reimbursement Voucher Candidates for Employment
HR-4a	Guidelines for Bringing A Candidate to Campus for Interview
HR-5	YSU Faculty Appointment Recommendation
HR-6	Recommendation for Relocation Allowance
HR-7	YSU Faculty Employment Application
HR-7a	YSU Application Process for Faculty Positions (<i>Instructions</i>)
HR-8	Release for Background Information
HR-8a	Fair Credit Reporting Act Disclosure
HR-9	Hiring Department's Check-off List (Faculty)