

Southern Illinois University Edwardsville
Office of the Provost
Instructor / Lecturer Faculty Hiring Process

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Phase I

SEEKING PERMISSION TO HIRE

Departments should discuss their need for different types of faculty with their respective dean.

The first step in seeking permission to hire an **instructor** faculty member is the submission of a Strategic Position Alignment (SPA) request through university website: <https://www.siu.edu/human-resources/announcements/strategic-position-alignment.shtml> (Note: Grant-funded positions are exempt from this process). With approval of scheduling if additional **lecturers are needed - hiring approval is obtained from the Provost.** (email to Provost and copy Melissa Ocepek mocepek@siue.edu)

In some units, the SPA form is completed by the departments and in others it is completed by the office of the dean. Seek clarification within your unit to see which approach is preferred. *Lecturer approvals are made by the Dean to the Provost.*

The instructor faculty SPA requests are reviewed at several levels, with final approval for hiring given by the Chancellor. If the request to hire is approved, the dean will be notified via memo. If you haven't heard the position is approved, please reach out to Provost's office (tgulled@siue.edu).

Once approval is granted for an **instructor** faculty hire, the Unit/Department submits a Recruitment Routing Slip (<https://www.siu.edu/eoa/pdf/recruitment.pdf>) for various levels of approval: Unit/Department Dean's Office; Provost's Office; and Human Resources (HR). Often, units have continuous postings for lecturers / instructors and you may not need to do a recruitment routing form, BUT you should check with your Director of Business Affairs. **Lecturers do not need this step as long as an Annual Continuous Posting is on the HR Employment website.**

HR reviews Recruitment Routing Slip and submits to the Office of Equal Opportunity, Access, and Title IX (EOA) for review and approval.

EOA approval returns the form to HR. EOA sends a memo to the Dean, informing them of the next steps.

POSITION DESCRIPTION AND POSTING OF THE POSITION

HR will work with Unit/Department to draft a relevant position description to advertise the open position. Equity Consultants are invited into the hiring process at this step to review the position description to ensure equity. Required for all tenure-track and Instructor non-tenure-track positions. Requests are made by emailing equityconsultants@siue.edu. Amy Nusser, International Affairs, (anusser@siue.edu), also reviews the position descriptions for any full-time faculty searches to ensure it aligns with federal immigration rules.

Position is posted to SIUE website, as well as Higher Ed Jobs. It is recommended that the position be shared with any relevant professional organizations, local job boards, search committee members' networks, and social media, especially

those that advertise to diverse candidates. Recommendations on where to post can be found at <https://www.siue.edu/its/training/InclusiveHiringToolkit/resources/RecruitmentSources.pdf>.

FORMATION OF SEARCH COMMITTEE (not necessary for Lecturer positions / may align for instructors UNLESS you have an open continuous posting for instructors/lecturers)

As you finalize the position description and get it posted, you may also begin to form the search committee. Chair of search committee sends a memo to EOA listing the names of committee members. EOA checks whether committee members have taken Search Committee Training in Blackboard (committee members must have taken the training within previous two years.) Search committee members are also asked to complete the Inclusive Hiring Toolkit (<https://www.siue.edu/its/training/InclusiveHiringToolkit/content/index.html#/>).

Chair of search committee creates a committee charge, which outlines their goals and timeline for the search committee and shares it with the committee.

Equity Consultant is invited to the first meeting of the search committee. During that meeting, the Equity Consultant will share information about equitable hiring practices, including the creation of a rubric for evaluating candidates and of interview questions.

As candidates submit their applications, the search chair should email them a copy of the Applicant Data Form (<https://www.siue.edu/ea/pdf/Applicant%20Data%20Request%20Form.pdf>). Candidates should be instructed to submit the forms to EOA at ea-titleix@siue.edu.

_____ Applicant Data Request Form (sent to Candidates who must email directly to ea-titleix@siue.edu)
<https://www.siue.edu/ea/pdf/Applicant%20Data%20Request%20Form.pdf>

Once the position closes, the search chair should reach out to EOA or the Equity Consultant for the candidates' demographic information, which is compiled using the information candidates submitted on the Applicant Data Request Form. If the committee believes the candidate pool is diverse, they can proceed to evaluating candidates. If the pool is not diverse, the committee should extend the deadline for applications.

Phase II

Candidate Selection

EOA Approval

Hiring Department Will Send to EOA Office:

_____ Affirmative Action Recruitment History Form
https://www.siue.edu/ea/pdf/affirmative_action_recruitment_history.pdf

_____ Faculty Justification Selection Form (link coming)

EOA Approval is necessary to extend a contingent verbal offer of employment: EOA Resources
<https://www.siue.edu/ea/affirmative-action-planning-hiring/hiring-forms.shtml>

If the hire follows EOA guidelines and any goals related to the position (if applicable), the EOA Office Will Issue an Approval Memo to Provost Office and the Hiring Department/Contact.

IF THE UNIT'S FIRST CHOICE DOES NOT ACCEPT THE CONTINGENCY OFFER; THE UNIT CONTACT MUST DO ADDITIONAL EOA FORMS TO REQUEST APPROVAL MEMO FOR THE OTHER ACCEPTABLE CHOICE.

A special note about SURS Annuitants:

***(IF YOUR APPLICANT IS A SURS ANNUITANT, please send an approval request to hire a retiree email to the Provost Office and HR stating):**

- Name of Candidate
- SIUE 800#
- Position Title
- SURS Letter: Estimated Annual Earnings Limitation/SIUE Annuitant Limit (40% of HAE)
- Projected total current earnings for the period/year
- SURS Annual Earning Limitation Statement (attachment to email)

This information will be reviewed by HR and the Provost Office for final approval. Email approvals will be issued by both Provost Office and HR. This email approval should accompany the Appointment Approval Form.

Current Contacts for retiree approvals:

Provost's Office
Teri Gulledge
tgulled@siue.edu

Human Resources
Jeanette Parmenter
jparmen@siue.edu

Phase III

BACKGROUND CHECK

A contingent verbal offer by the department can now be extended to the selected candidate. This offer is not a 'go-ahead' to place under contract. It is simply a contingent offer based on the results of the successful completion of the background check. HR will no longer need "pre-employment" documents to accompany the Authorization for Release of Information or Drug/Alcohol Testing Consent forms. Application, transcripts, and other previous pre-employment forms will be submitted with the hiring packet and go straight to Provost's office for processing. Please use the appropriate email (<https://www.siue.edu/human-resources/faculty-staff/filedrop.shtml>) to submit the following document(s) to HR to facilitate the background check:

_____ Authorization for Release of Information
<https://www.siue.edu/human-resources/pdf/Authorization%20for%20release%20of%20information.pdf>

Nursing faculty candidates will also require a drug and alcohol screening, and the release for that screening should also be included for those applicants.

_____ Confidential Drug and Alcohol Testing Consent Form
<https://www.siue.edu/human-resources/pdf/DrugTestConsent.pdf>

ALL HR FILEDROPS: <https://www.siu.edu/human-resources/faculty-staff/filedrop.shtml>

CANDIDATE WILL RECEIVE FROM ACCUSOURCE HR AN EMAIL (automation@instascreen.net) – the email will state that “SIUE requested my consumer report and provided a login reference number.”

REMINDER: In order to make an official offer of employment, the candidate selected must have background approval (and pass drug/alcohol test for Nursing), EOA approval, and approval from the Provost/HR Office if hiring a SURS/SIUE retiree.

Phase IV

Final Documentation and Appointment Form

Once HR issues a Background Check Approval notification, a written official offer of employment should now be extended to the candidate.

The department/unit hiring managers will begin collecting the following documents as part of the New Faculty Hiring Package:

Hiring Package (All documents to be received by Provost’s office for Processing):

- _____ Faculty Appointment Approval Form
- _____ W-4 Federal and State Withholding
- _____ Social Security Coverage Statement
- _____ Salary Deferral Form (Fall Enrollment Only) (**OPTIONAL: INSTRUCTORS ONLY as a rule**)
- _____ Direct Deposit Form** (**OPTIONAL** see below) **REMEMBER TO INFORM NEW HIRE 1st paycheck is mailed**
- _____ Employee and Graduate Assistant Data Collection and Data Change Form
- _____ Voluntary Self-Identification of Protected Veteran Status (**voluntary**)
- _____ Voluntary Self-Identification of Disability (**voluntary**)
- _____ Official transcripts
- _____ Resume/CV (*should be available from the interview process*)
- _____ SIUE Application for Employment
- _____ Copy of Applicable Licenses
- _____ Acknowledgement of Mandated Reporter Status Form (DCFS)
- _____ Ethics and Sexual Harassment Training
- _____ Form I9
- _____ Copy of SIUE Employment Opportunities Bulletin with posting number (ex FY16-000)

_____ Copy of the Faculty Selection Justification Form (sent to EOA)

_____ Statement of Applicant's SURS Annuity Status *

_____ Educational Loan Default Statement

_____ Oral English Proficiency Certification

*****New hire faculty can sign up for Direct Deposit on their first day through CougarNet.***