

# **FULL TIME CONTRACT FACULTY HIRING PROCESS**

## **Hiring Manager: Preparing the Job Offer**

### **OVERVIEW/DESCRIPTION**

This document provides step-by-step instructions on the **FULL TIME CONTRACT FACULTY HIRING PROCESS – Hiring Manager: Preparing the Job Offer**.

### **WHO CAN DO THIS?**

The hiring process is conducted by Hiring Managers.

### **INSTRUCTIONS**

Once an applicant has been selected for hire, Hiring Managers must navigate to that applicant via the Job Posting.

- I. Full-time Contract Faculty Positions**
  - a. Before extending a verbal offer, hiring managers must seek approval by the Dean.
  - b. The Dean will submit the hiring request to the VP for Faculty Affairs via email (copying college designated Faculty Affairs Coordinator and hiring manager) and must include the following:
    - i. CV
    - ii. Copy of job opening
      1. the faculty credentials match what was in the ad
    - iii. Proposed salary
      1. the salary was “reasonable” (that is, higher than previous years due to market conditions but not so high as to greatly exacerbate compression)
    - iv. Proposed years of credit, etc.
      1. the credentials supported any request for credit towards tenure/promotion
      2. relocation dollars were allocated if appropriate
  - c. VP for Faculty Affairs will clarify with Dean/Chair for any questions.
  - d. The dean will coordinate with the hiring manager when approval to extend verbal offer has been received by VPFA, and the verbal offer will be extended by the hiring manager outside the electronic system.
- II. If verbal offer is accepted, hiring manager will begin the job offer. NOTE: Applicant status must be at Interview before you can prepare the job offer.**
  - a. Click on Other Actions.

- b. Click on Recruiting Actions.
  - c. Click on Prepare Job Offer.
- III. The Prepare Job Offer screen allows you to enter information extended to the applicant as part of the job offer, including the start date, the offer expiration date, the salary and other compensations.
  - a. While working, you may save the job offer as a draft to leave this screen and return at a later time.
  - b. NOTE: DO NOT CHECK THE NOTIFY APPLICANT BOX. Doing so will extend the offer to applicant via the electronic system (feature we are not currently using).
  - c. If you have more than 1 target opening for the job opening, you will use the comments box under the offer components information to include the position number you are filling. You will not have to take actions on remaining applicants until you are filling your last position (target opening) associated with the job opening.
- IV. Once you have completed your job offer preparation:
  - a. Select "Save as Draft"
  - b. Select "Edit Offer" then upload the offer letter components form for full-time contract positions in the Attachments field. Then select "Submit for Approval" to begin the review process.
  - c. Take action on remaining applicants.
  - d. NOTE: The system will automatically reject and correspond with all applicants who have not been moved past the Offer Accepted status when a finalist is moved to the Hire status or the job opening is moved to a terminal state (i.e., closed/filled).
- V. Faculty Affairs team will monitor for further approvals and mark the job offer as Offer Accepted when the background check is complete. An offer letter will be sent by the Office of Faculty Affairs and any remaining applicants will be automatically moved to the status of reject by the system.