Procedures for Hiring Faculty at UNC Charlotte

Tuesday, January 26, 2016
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Academic Budget and Personnel Website

http://provost.uncc.edu/academic-budget-personnel
Questions about best practices?
General Counsel to the Rescue

Introduction
Why is hiring process so complicated?
- Subject to state and federal laws
- Subject to audits
- Accreditation
- Decentralized Hiring Process

https://legal.uncc.edu/legal-topics/employment-guidelines/interview-and-search-committee
Creating a New Position

Faculty positions are allocated by Provost

- From enrollment increase or CBTI
- When position allocated to Dean— it is given a specific position number and $ amount

Once a new position is allocated the position will be created in NinerTalent by Academic Affairs

Faculty Hiring Checklist

Employment of Full-Time Faculty Checklist

<table>
<thead>
<tr>
<th>Recruitment Process</th>
<th>Hire Authority (Dean, Chair, Director, etc.)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Authorize recruitment</td>
<td>Proc/Chair</td>
<td>Proc/Chair</td>
</tr>
<tr>
<td>2. Review, approve, and approve faculty position description in NinerTalent.</td>
<td>Proc/Chair</td>
<td>Proc/Chair</td>
</tr>
<tr>
<td>3. This process could also happen after the search committee has been appointed and consulted.</td>
<td>Proc/Chair</td>
<td>Proc/Chair</td>
</tr>
<tr>
<td>4. Appoint and charge Search and Screening Committee.</td>
<td>Proc/Chair</td>
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</tr>
<tr>
<td>5. Review Instructions from Chair to the Search Committee.</td>
<td>Proc/Chair</td>
<td>Proc/Chair</td>
</tr>
<tr>
<td>6. Create a list of desirable / required qualifications.</td>
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</tr>
<tr>
<td>8. Begin a posting in NinerTalent.</td>
<td>Proc/Chair</td>
<td>Proc/Chair</td>
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<td>9. Create a list of desirable / required qualifications.</td>
<td>Proc/Chair</td>
<td>Proc/Chair</td>
</tr>
<tr>
<td>10. Add search committee members, if needed.</td>
<td>Proc/Chair</td>
<td>Proc/Chair</td>
</tr>
<tr>
<td>11. Upload the nearly-final advertisements, checklist of desirable / required qualifications.</td>
<td>Proc/Chair</td>
<td>Proc/Chair</td>
</tr>
<tr>
<td>12. Evaluate the evaluation criteria on the</td>
<td>Proc/Chair</td>
<td>Proc/Chair</td>
</tr>
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</table>
Recruitment

Faculty Hiring & NinerTalent

Website: jobs.uncc.edu/hr

- Three step process
  - Position Description Updated / Modified
  - Posting
  - Hiring Proposal
Preparing for Recruitment

- Receive authorization to recruit from Dean
- Department Chair appoints and charges search committee
- Initiator reviews, updates and forwards the position description for approval in NinerTalent.
- Position Description is approved in NinerTalent by:
  - Department Chair (if not Initiator)
  - Dean
  - Academic Affairs

Position Management

- Faculty -- View position library
- Faculty Position Requests – View all position description actions (in process)
Position Management

Click **Next** to move to next tab

Enter details in fields

Workflow options will vary based on user group

Transition to the next step in the workflow
Position Management

• Standard routing options are directed to the user group
• Routing to Approvers is directed to an individual, which allows for more than one approver.
• Please remember, once submitted Comments can’t be deleted.

Comments are part of the official personnel file

Click Submit to move in workflow

List of Approvers
Add to watch list

Position Management

• Position Description is routed through all the proper channels and approved by Academic Affairs.
• Then move on to the 2nd step in the process
Applicant Tracking

Begin Recruitment

Begin a posting in NinerTalent (jobs.uncc.edu/hr)

- Applicant Tracking Module
- Choose the recently modified and approved faculty position description. The information in the position description carries over from the position description to the posting. No need for duplicate data entry!

Department Chair (if not Initiator) / Dean approve the posting
Begin Recruitment

• Posting is routed through the ADVANCE Faculty Affairs and Diversity Office for their review of the diversity information
• Human Resources will enter the Labor Market Availability Data
• Academic Affairs posts the position to the UNC Charlotte jobs website (jobs.uncc.edu)

Begin Recruitment

• Department places external advertisements (One resource is Graystone Advertising www.graystoneadv.com for cost efficient advertising)
• For external advertisements, use wording: Applicants must apply electronically at https://jobs.uncc.edu and attach vita (etc.) - A link to department website can be included to provide additional information.
• Ad must include the AA/EOE statement and the criminal background check statement

Suggested Wording – As an EOE/AA employer and an ADVANCE Institution that strives to create an academic climate in which the dignity of all individuals is respected and maintained, the University of North Carolina at Charlotte encourages applications from all underrepresented groups. All finalists are subject to criminal background checks.
NinerTalent Posting Workflow

**Initiator**
- Create new posting in NinerTalent

**Approver**
- Review and approve posting

**Equity Officer**
- Review & approve posting for compliance

**Academic Affairs**
- Review, approve & post posting on UNCC job website

Applicant Tracking

**Postings**

**Hiring Proposal**

**Common actions:**
- Creating a Posting
- Hiring Proposal
- Viewing Postings and Active Applicants
Applicant Tracking

Once position description has been approved the Initiator can create a new posting.

Initiator chooses what will be used to begin the posting.
Applicant Tracking

Locate the PD you want to use for the posting...

Applicant Tracking

Settings Page sets up the work unit the position is associated with.
Applicant Tracking

Posting Navigation Menu

Enter details in fields

Click Next to move to next tab

Applicant Documents

- Can choose whether the applicant documents have to be uploaded, optional or not used.
- Can re-sort the list of documents
Applicant Documents

- Cover Letter/ Letter of Interest
- Curriculum Vitae
- Resume / Curriculum Vitae
- Writing Sample
- Statement of Research, Teaching & Leadership
- Unofficial Transcripts
- Contact Information for References
- Research Interest Statement
- Military Service Record (DD-214)
- Abridged Portfolio
- Teaching Philosophy
- Diversity Statement
- Online Portfolio
- Evidence of Teaching Effectiveness
- Other Document
- Other Document 2
- Other Document - URL

Search Committee Members

Search Committee Members

Are they the search committee chair?

Add the person as a search committee member

Used for on campus search committee members
Guest User

Guest User

Click to create a Guest User Account

Used for off campus search committee members

Send Guest User information to recipients

Change Guest User password
Search Committee Member vs. Guest User Account

Two types of “guest” accounts in NinerTalent
– Search Committee Member – Can log in with UNCC NinerNet credentials
– Guest User Account – System generated login credentials

If someone needs Search Committee Member access, contact Jessica Miller (jcharper@uncc.edu, x75771)

Labor Market Availability Data

• The Equity Officer will enter the Labor Market information
• You will compare the Labor Market information with the demographics of the applicant pool.
Applicant Tracking

Workflow options will vary based on user group

- Standard routing options are directed to the user group
- Routing to Approvers is directed to an individual, which allows for more than one approver.
- Remember, once it is submitted the comments can’t be deleted
REVIEWING APPLICANT POOL

HOW TO REVIEW APPLICANTS

Viewing Applicants

Click Actions -> View Applicants
Viewing Applicants

Click Actions -> View Application

Applicants EPA / Faculty Profile
**Viewing a Combined Document**

Combined Document will include the application and all documents the applicant uploaded.

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**Changing An Applicant Status**

Refer to the User Guides for more information about when to use what status.

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REVIEWING MULTIPLE APPLICANTS

HOW TO REVIEW MULTIPLE APPLICANTS

Viewing Multiple Applications at Once

Select all applicants

Click Actions

Select the documents to include

Click Submit to create a PDF of multiple applications
Moving Applicants Status in Bulk

- Only click on applicants that you would like to move to the same status
- Then click the Actions button at the top and select “Move in Workflow.”
Applicant Statuses

- Applicant statuses should be changed as you move through the process.
- All applicants MUST be reviewed

<table>
<thead>
<tr>
<th>Pre-Interview Status Options</th>
<th>When to use</th>
<th>Email Sent?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Further Consideration</td>
<td>Applicant who makes the “short list”</td>
<td>No</td>
</tr>
<tr>
<td>Not Best Qualified (Emails Applicant Now)</td>
<td>Applicant who does NOT meet the minimum qualifications</td>
<td>Yes, Immediately</td>
</tr>
<tr>
<td>Qualified, Not Selected</td>
<td>Applicant given Further Consideration status, but was not interviewed</td>
<td>Yes, When Filled</td>
</tr>
<tr>
<td>Under Review by Hiring Department</td>
<td>Applicant considered for review</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Interview/Hiring Stage Status Options</th>
<th>When to use</th>
<th>Email Sent?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declined Interview</td>
<td>Applicant approved for interview, but declined</td>
<td>No</td>
</tr>
<tr>
<td>Interviewed, Not Selected</td>
<td>Applicant interviewed but not hired</td>
<td>No</td>
</tr>
<tr>
<td>Offer Declined</td>
<td>Applicant interviewed, offered position but declined</td>
<td>No</td>
</tr>
<tr>
<td>Recommend for Hire</td>
<td>Applicant offered employment</td>
<td>No</td>
</tr>
<tr>
<td>Recommend for Interview</td>
<td>Applicant chosen by the Department to be interviewed</td>
<td>No</td>
</tr>
<tr>
<td>Approved for Interview</td>
<td>Applicant approved for interview by the Dean</td>
<td>No</td>
</tr>
</tbody>
</table>
Applicant Tracking Best Practices

• Change the applicants’ statuses as you go through the process.

• If someone does not meet the minimum qualifications, change their status to “Not Best Qualified”.

• It is important to make sure you update the statuses to reflect what happened during the hiring process. The statuses are considered part of the record of the recruitment process.

HOW TO REVIEW EEO REPORT

COMPARING DEPARTMENTAL EEO REPORT TO THE LABOR MARKET AVAILABILITY DATA
Departmental EEO Report

Click the Reports tab

Click Actions -> View Report

Click Reports tab, Click Departmental EEO Report
Click Actions -> View Report

Labor Market Data

Compare the Applicant Pool data to the Labor Market data

Labor Market Availability Data Tab
Example of EEO Data Comparison

If you need assistance, contact EPAREcruitment@uncc.edu or the Equity Specialist (7-0661).

Compare the Applicant Pool to Labor Market data.

RECOMMENDED FOR INTERVIEW, NOW WHAT?

TIME FOR THE EQUITY OFFICER REVIEW
Preparing for Interviews

• Top candidates have been identified and the Initiator has changed their applicant status to “Recommend for Interview”

• Department Chair (if not the Initiator) reviews candidates and forwards the posting to the next Approver.

• If a top candidate is a non-resident, contact the Director of International Student/Scholar Office (ext. 7-7746)

Preparing for Interviews

• The Dean, serving as the final Approver, will review the applicants in the status of “Recommend for Interview.” At this point, if the Dean agrees with the applicant statuses, the Dean change the applicant statuses to “Approved for Interview” and will transition the posting to the Equity Officer.

• Equity Officer will close the posting and review applicants to make sure they meet the minimum qualifications stated in the job posting transition the posting to the Initiator.
Interviews

- At this point the department conducts the interviews and the Search Committee selects finalist
- During interview if an applicant will be reimbursed they should complete the Vendor Information Form
  http://finance.uncc.edu/resources/forms

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Hiring Proposal
Appointment

• Once finalist is selected, department emails faculty-recruit@uncc.edu for Academic Affairs to initiate the criminal background check.
• Criminal Background Checks should be processed pre-employment.
• Begin the Hiring Proposal in NinerTalent for the candidate recommended for hire.

Faculty Hiring Proposal

Initiator • Creates Hiring Proposal
Approver • Review and Approve Hiring Proposal
Equity Officer • Review finalist(s) for compliance
Review
Budget Approval • Reviews funding information
Academic Affairs • Reviews and Approves Hiring Proposal. HR enters job into Banner.
Hiring Proposal

Once the applicant status has been changed to “Recommend for Hire” start the Hiring Proposal.

- Make sure correct Position Description is selected.
- Click “Select Position Description”
Hiring Proposal

• Fill in details and click “Next”

Hiring Proposal

• Transition to next step in the process
Hiring Proposal

- Standard routing options are directed to the user group
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List of Approvers

Comments are part of the official personnel file

Add to watch list

Click Submit to move through workflow

Hiring Proposal

- Upon approval of the Hiring Proposal, based on the appointment rank, the Dean’s Office or Provost’s Office prepare and mail Agreement for Appointment (AA-09 or AA-14) with cover letter to finalist.
  - Assistant Professor (AA-09) and Special Faculty (AA-14) Appointments are within Dean’s hiring authority, contract are completed in Dean’s Office
Appointment

• The hiring department requests official transcript of highest earned degree. Transcript must be sent directly to the University. (Can’t be “Issued to Student” as candidate)
  – If highest earned degree is from a foreign institution, it will require an academic equivalency evaluation.
• After finalist signs agreement, Dean’s Office sends complete file to Provost’s Office.
• Initiator changes that statuses of the remaining applicants.
• Academic Affairs will approve and fill the posting when the hiring packet arrives in the office.

Contracting Process

• Negotiated terms must be pre-approved by the Department Chair and Dean
• Moving reimbursements costs; sometimes funded by dept/college and baseline funding from AA depending upon category of hire. No AA funding for Lecturers as they are non-tenure track hires.
• Pre-approval of AA Moving Reimbursement required. Dean sends email to Dr. Jay Raja, Senior Associate Provost, with request. Include funding approval email in hiring packet.
Contracting Process

• “Other Terms and Conditions” section is reserved for contract negotiation details which vary per hire

  • Moving Reimbursement Suggested Wording
    • (Funding from AA) The University will reimburse up to $X,000 for appropriately receipted moving expenses (this amount must be expended within one year). Our relocation form and complete instructions can be found on the web at http://www.finance.uncc.edu
    • (Funding from AA and College) The University will reimburse up to $X,000 from Academic Affairs and up to $X,000 from the College of _____________ for appropriately receipted moving expenses (this amount must be expended within one year). Our relocation form and complete instructions can be found on the web at http://www.finance.uncc.edu

Complete File

• Agreement (contract), AA-09 or AA-14
• Official Transcript – Must be sent directly to University
• Moving Reimbursement confirmation (if applicable)
NinerTalent Support

• Academic Affairs – Budget & Personnel Website: http://provost.uncc.edu/academic-budget-personnel
• NinerTalent Website: http://hr.uncc.edu/ninertalent
• Email: ninertalent@uncc.edu

Contact Us:

<table>
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<tr>
<th>Employment Category</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Dawn Tench – Faculty Personnel Manager</td>
<td>7-5773</td>
<td><a href="mailto:hftench@uncc.edu">hftench@uncc.edu</a></td>
</tr>
<tr>
<td>Faculty</td>
<td>Jessica Miller – Technology Support Analyst</td>
<td>7-5771</td>
<td><a href="mailto:jcharper@uncc.edu">jcharper@uncc.edu</a></td>
</tr>
</tbody>
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Any Questions??

Thanks for coming & Happy Hiring!