Procedures for Hiring Faculty at UNC Charlotte

Lori McMahon (75774)
Dawn Tench (75773)
Academic Affairs
UNC Charlotte

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
Creating a New Position

- Faculty positions are allocated by Provost
  - From enrollment increase or CBTI
  - When position allocated to Dean-- given a specific position number and $ amount

Faculty Recruiting Process

Employment of Full-Time Faculty Checklist

<table>
<thead>
<tr>
<th>Preparation for the Recruitment</th>
<th>Hiring Authority (Dean, Chair, Director, etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment Process</td>
<td></td>
</tr>
<tr>
<td>1. Authorize recruitment</td>
<td>Dean</td>
</tr>
<tr>
<td>2. Appoint and charge Search and Screening Committee</td>
<td>Department Chair/Dean</td>
</tr>
<tr>
<td>3. Data Instructions from Chair to the Search Committee</td>
<td>Department Chair/Dean</td>
</tr>
<tr>
<td>4. Create a checklist of observable/quantifiable characteristics and the source of information for each characteristic.</td>
<td>Department Chair/Dean</td>
</tr>
<tr>
<td>5. Recommend the Recruitment Plan (A-61-02) to the Dean and provide ready-to- advertise announcement</td>
<td>Department Chair/Dean</td>
</tr>
<tr>
<td>6. Department to send advertisement electronically to the Office of Human Resources. An advertisement must include the A-40/ES statement and an criminal background check statement.</td>
<td>Department Chair/Dean</td>
</tr>
<tr>
<td>7. Submitting a complete copy of the Recruitment Plan (A-61-02) to the University’s Human Resources Office</td>
<td>Department Chair/Dean</td>
</tr>
<tr>
<td>8. A representative of the department to sign the statement of agreement</td>
<td>Department Chair/Dean</td>
</tr>
<tr>
<td>9. Advertise and process all job postings.</td>
<td>Department Chair/Dean</td>
</tr>
</tbody>
</table>
Recruitment Plan – AA-02

- Receive authorization to recruit from Dean
- Department Chair appoints and charges search committee
- Prepare Plan for Recruitment, AA-02, and include advertisement. (always use forms from our website)
- Affirmative Action Labor Market Availability Data can be located at: http://hr.uncc.edu/affirmative-action/minority-data
- Department Chair/Dean approves Recruitment Plan
- Dean’s Office sends signed information copy of AA-02 in PDF format to Human Resources University Affirmative Action Officer at EPAREcruitment@uncc.edu along with advertisement in a Word document.
Faculty Recruiting Process

AA-02 – Faculty Recruitment Plan

SPECIAL EFFORTS TO DIVERSIFY FACULTY
(explain, and attach pages if necessary):
Begin Recruitment

• Department places external advertisements (One resource you can use 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.

• There are two types of accounts with the on-line application system
  – Guest User Account
  – Hiring Manager/Administrative Support Account

Guest User Account

• Guest User Account– Academic Affairs will provide Guest User Account User Name and Password.

• Guest User Account – Instructions can be found at: http://provost.uncc.edu/academic-budget-personnel/training

• All search committee members will use this same Guest User Account and password. Search committee can start screening applicants as soon as they apply.

• As soon as the applicant submits their EPA Profile, they will receive an automatic email thanking them for applying at UNC Charlotte.
“Thank You for Applying” Automatic Email

FROM: employment@uncc.edu
TO: {Applicant Email Address}
SUBJECT: Thanks for Applying at UNC Charlotte

Position Title: {Position Title}
Department: {Department Name}

Dear {First Name} {Last Name}:

Thank you for submitting your credentials for review by the {Department Name} {Position Title} Search Committee at the University of North Carolina at Charlotte. The committee will give careful attention to your application and inform you shortly about the status of the search.

Sincerely,

{Department Name} {Position Title} Search Committee

Hiring Manager / Administrative Support Account

- Hiring Manager/Administrative Support account has to be requested.
- To request these type of accounts, contact Jessica Miller or Dawn Tench. Once you have been given access, you will use your existing NinerNET Username and NinerNET Password to log in to this system.
- Hiring Manager/Administrative Support user has the ability to change applicant statuses during the recruiting process.
- These type of accounts issued to Administrative Assistants and/or Department Chairs.
- Hiring Manager/Administrative Support Account - Instructions can be found at: http://provost.uncc.edu/academic-budget-personnel/training
Faculty Recruiting Process

EPA Status Changes

• Under Review by Hiring Department (automatic status when applicant submits profile)
• Not Best Qualified (EPA)
• Qualified, Not Selected (EPA)
• Finalist (EPA)

****************************************************************************************************

Once search committee determines applicant is not qualified, the Hiring Manager can change their status to “Not Best Qualified” and the system will send out an automatic email to that applicant.

Faculty Recruiting Process

“Not Best Qualified (EPA)” Automatic Email

FROM: employment@uncc.edu
TO: (Applicant Email Address)
SUBJECT: Position Status Update of UNC Charlotte
POSITION TITLE: (Position Title)

DEPARTMENT: (Department Name)

Dear (First Name) (Last Name):

We greatly appreciate your interest in the position of (Position Title) at the University of North Carolina at Charlotte. The position attracted the interest of many talented colleagues. It has been our privilege to review your application and considerable accomplishments as we try to identify the best match for our departmental needs at this time.

We regret we are unable to consider your application further at this time. On behalf of the (Position Title) Search Committee, we do want to thank you very much for your interest. We wish you all the best for the coming year.

Sincerely,

{Department Name} {Position Title} Search Committee
Prepare for Interviews

• Once top candidates are identified, a review is made to be sure the candidate’s attachments are complete, i.e.
  – Vita/Resume
  – Letters of Recommendation
  – Transcripts (may provide copy at this point)
    • If requesting original transcript now, it must be sent directly to University (not to the candidate)
    • If candidate is a non-resident, contact the Director of International Student/Scholar Office (ext. 7-7746)

Recruitment Results

• Complete Section 1 of Report of Recruitment Results & Request to Interview Form, AA-04 (Applicant Name & To Be Interviewed)
• Have search committee prepare justifications for each candidate to be interviewed
• STOP as this point and send AA-04 Form and justifications electronically to EPARecruitment@uncc.edu for completion of Affirmation Action (AA) Officer’s (Human Resources) comments in Section 1 and completion of Section 2 & 3
• Affirmation Action Officer will send AA-04 electronically back to department. Department Chair reviews results from AA Officer, signs and sends forms and attachments to Dean for approval
• Complete Travel Authorization for Non-Employee
Faculty Recruiting Process

Report of Recruitment Results and Request to Interview, AA-04

**SECTION 1: Applicant List**

**TOP APPLICANTS:** Listed in the order possible, from "strongest" to "weakest."

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Total Interviewed</th>
<th>Affirmative Action Officer’s Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>115</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>110</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>105</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Please attach the following information:

1. Justification for each candidate to be interviewed in terms of:
   (a) Past experience
   (b) Academic preparation and specializations
   (c) Specifically relevant qualifications
   (d) Other qualifications and experience relevant to unit inventory goals and programs needs.

2. A list of the remaining applicants.

At this point, all documentation and justification must be sent electronically to the HR - Affirmative Action Office [E-mail: Recruitments@unc.edu] for completion of sections 3, 4, and 5.

---

Report of Recruitment Results and Request to Interview, AA-04

**SECTION 2: Report of Recruitment Results**

The following information is provided by the Affirmative Action Officer from the University’s Affirmative Action Plan and from implementation of the University’s Affirmative Action Plan.

**COMPANY OF APPLICANT POOL TO LABOR MARKET AVAILABILITY**

<table>
<thead>
<tr>
<th>Category</th>
<th>% of Response</th>
<th>% of Total Response</th>
<th>% Labor Market Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female:</td>
<td>20</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>Gender and International</td>
<td>30</td>
<td>60</td>
<td>100</td>
</tr>
<tr>
<td>White</td>
<td>40</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>Black</td>
<td>50</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>Asian</td>
<td>60</td>
<td>12</td>
<td>20</td>
</tr>
<tr>
<td>Hispanic</td>
<td>70</td>
<td>14</td>
<td>28</td>
</tr>
<tr>
<td>Native American</td>
<td>80</td>
<td>16</td>
<td>32</td>
</tr>
<tr>
<td>Other</td>
<td>90</td>
<td>18</td>
<td>40</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td>20</td>
<td>100</td>
</tr>
</tbody>
</table>

**SECTION 3: Source of Vacancy Information as Indicated by Applicants**

**SECTION 4: Special Efforts to Diversify Faculty**

1. Describe how the special efforts to diversify faculty were carried out by the search committee.

Provide a justification to proceed with interviews if the Report of Recruitment results shows an aggregate proportion of applicants from under-represented populations that are at least as high as the Labor Market Availability Data submitted through Human Resources, as reported on the AA-07.

---
Recruitment Results

Summary

• Prior to being signed, Department sends the AA-04 electronically to University Affirmative Action Officer for completion of a portion of Section 1, and all of Sections 2 and 3.
• Once Human Resources returns results, Department Chair reviews comments from University Affirmative Action Officer to see if interview selection needs to be revised, then signs and forwards AA-04 and attachments to Dean.

Interview

• During interview applicant completes:
  – Taxpayer Information Form
    (http://finance.uncc.edu/forms)
  – Criminal Background Check Disclosure Form, AA-38
    (http://provost.uncc.edu/academic-budget-personnel/forms)
• Search Committee selects finalist
Faculty Recruiting Process

Appointment

- Once finalist is selected, department faxes Criminal Background Check to Academic Affairs (ext 7-0474). Criminal Background Checks should be processed pre-employment.
- Prepare Recommendation for Appointment (AA-05 or AA-06)
- Upon approval, Dean's Office or Provost’s Office prepare and mail Agreement for Appointment (AA-09 or AA-14) with cover letter to finalist. Request 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.

Faculty Recruiting Process

Appointment

- After finalist signs agreement, Dean’s Office sends complete file to Provost’s Office.
- Hiring Manager/Administrative Support changes the on-line status to “Finalist” for selected candidate and “Qualified, Not Selected (EPA)” for non-selected candidates. When status is changed to “Qualified, Not Selected (EPA)” the automated email will be generated to those applicants.
- Academic Affairs will fill the on-line posting when the hiring packet arrives in the office.
“Qualified, Not Selected (EPA)” Status Change Automatic Email

FROM: employment@unc.edu
TO: {Applicant Email Address}
SUBJECT: Position Status Update of UNC Charlotte

DEPARTMENT: {Department Name}

Dear {First Name}{Last Name}:

We greatly appreciate your interest in the position of {Position Title} at the University of North Carolina at Charlotte. It has been our privilege to review your application and considerable accomplishments as we try to identify the best match for our departmental needs at this time.

We have concluded the search and have identified and selected a candidate whose qualifications are considered to most closely match the needs of the department at this time. On behalf of the {Position Title} Search Committee, we want to thank you very much for your interest in this position. We wish you all the best for the upcoming year.

Sincerely,

{Department Name} {Position Title} Search Committee
Recommendation for Initial Appointment Tenured & Tenure Track Faculty, AA-05

**Faculty Recruiting Process**

B. List all candidates interviewed (excluding the candidates recommended for appointment; for each candidate not selected, please provide non-selection reason).

C. List candidates who declined an interview and/or withdrew during the search. Include reasons, if available.

D. Based on hiring negotiations, include statement justifying the salary, and other terms, offered to the selected candidate.

E. If the person does not hold the appropriate terminal degree for the discipline, please attach an AA-11.

**ATTACHMENTS NEEDED FOR APPLICANTS COMPLETED FILE**

F. Form TD-7
   - AA-05
   - AA-09
   - Tenured
   - Tenure Track
   - UNC Charlotte form—AA-10
   - AA-11
   - AA-15
   - (and terms of research grants)
   - 90%: FTE (total of research was confirmed)

**SIGNATURES**

Dean: [Signature]
Date: [Date]

Chair: [Signature]
Date: [Date]

Approved: [Signature]
Date: [Date]

Provost: [Signature (For Appointments of Associate Professor and Professor)]

**Contracting Process**

- AA-09, AA-14 within Dean’s hiring authority, contract usually completed in Dean’s Office
- 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 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

• 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

• Suggested wording: (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

Faculty Recruiting Process

Complete File

• Recruitment Plan, AA-02
• Report of Recruitment Results, AA-04
• Recommendation to Appoint, AA-05 or AA-06
• Agreement (contract), AA-09 or AA-14
• PD-7
• Vita/Resume

• Verification of Credentials, AA-34 -Faculty
• Official Transcript – Must be sent directly to University
• Original Signed Criminal Background Check Disclosure Form, AA-38
• Copy of EPA Profile Form of Chosen Candidate
• Moving Reimbursement confirmation (if applicable)
Guidelines for completing PD7

- Please use the new hire’s legal name

- Please include Department Name

- Contract Date will usually (but not always) be the day the academic year starts (refer to the 5 year Academic Calendar). If you have questions regarding what the date should be, check with your College Business Officer or Academic Affairs.

- When completing Section 2 of PD7 for full-time faculty hires, the salary will *always* be an annualized salary.

Below is a sample PD7 for a faculty new hire appointment.
Faculty appointment PD7s should be requested by the Dean of the College and approved by the Provost.

- **Part Time/Temporary Contract**, AA-15; for one semester or entire academic year
- **EPAF** (Electronic Personnel Action Form)
- **Official transcript of highest earned degree**
- **Vita**
- **Verification of Credentials**, AA-34 Faculty
- **Offer letter/cover letter**
- **Copy of EPA Profile** for new hires
- **Criminal Background Check Disclosure Form**, AA-38 (only new hires or anyone who has a one year break in service)
Faculty Recruiting Process

Things to Remember from Today’s Workshop

- Always use the forms from the website to make sure you have the most current version
- Department completes Labor Market Availability Data on AA-02
- Departments send copy of AA-04 electronically to Human Resources and attach justifications
- Change statuses of remaining applicants at the end of the hiring process
- Only use EPA status changes
- Send original documents
- Official Transcripts must be sent directly to the University

Any Questions??

Thanks for coming & Happy Hiring!