

## Guide to A&S Academic Hiring Process (4 pages)

Find forms, additional information, and links important for faculty hiring on the A&S Web page: <https://coas.missouri.edu/faculty-and-staff>.

Department	Carla/Dean's Office
Department chair discusses request/need with Pat Okker/Cooper Drury and receives permission to recruit/hire.	
Request Job Opening for Approval	
<ul style="list-style-type: none"> <li>• Department will need to fill out the <b>Academic Job Requisition</b> form (found on the HR website: <a href="https://hrs.missouri.edu/forms/hiring">https://hrs.missouri.edu/forms/hiring</a>). Hiring team is usually the fiscal officer plus Carla. Note that HR no longer supplies a new position number if needed. You can use one from a position currently vacant—the title can be changed when the hire is finalized, or you can request a new one from HR. Check one member of the search committee as chair.</li> <li>• All search committee members must complete the Division of Inclusion, Diversity &amp; Equity's online training module for faculty search committees prior to the beginning of any faculty searches. See information on required training below chart.</li> <li>• Department needs to complete <b>Request for Approval – Faculty Recruitment</b> form.</li> <li>• Department needs to write the position <b>advertisement</b> (see box below with information on advertisement). The required training for department chairs and members of the search committee can help with composing the ad.</li> <li>• The department and/or search committee chair must contact Inya Baiye, Executive Director of Inclusive Excellence and Strategic Initiatives in the Division of Inclusion, Diversity &amp; Equity, who will consult with the chair and assist the search committee as they develop and implement their plan for recruiting a diverse applicant pool.</li> <li>• Department sends the requisition, justification form, and copy of the advertisement to Carla.</li> </ul> <p>In the case where a targeted candidate has been identified or you are requesting a title change/promotion of a current employee, include a copy of the candidate's CV with the requisition and request for approval (no advertisement necessary).</p>	
	<ul style="list-style-type: none"> <li>• Carla will review the materials for compliance with campus guidelines and confirm approval with the dean/associate dean</li> <li>• After receiving confirmation that the search committee has completed the training (see information below), Carla will enter requisition</li> </ul>

	and attach other materials in <i>PeopleSoft Recruiting</i> .
Hiring manager will receive email request to approve job opening in PS Recruit. This will start the approval process (Hiring manager, Carla, McKinney, HR). <b>Advertising Position</b> Hiring manager will receive email notice that job opening has been approved, and department may place ads.	

<b>Finalists Interviews</b> When top candidates (usually no more than three) are identified for campus visits, contact Carla to schedule Cooper for a 30-minute meeting with each candidate.	
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<b>Prepare Job Offer for Approval</b>	
<p>After the application review/candidate interviews are done and you are ready to make an offer</p> <ul style="list-style-type: none"> <li>• Department chair will need to discuss offer details with Cooper.</li> <li>• Department will prepare draft offer letter using the appropriate template on the HR web page (<a href="https://hrs.missouri.edu/forms/hiring">https://hrs.missouri.edu/forms/hiring</a> — last section near bottom of the page). Go to this site for each time you make an offer to be sure you use the most current version of the appropriate letter. Letter should have chair's name &amp; title as well as Patricia Okker, Dean, as signers. Letter will not actually be signed until after all parties have approved the offer in <i>PS Recruit</i>.</li> <li>• Department sends letter to Carla to review and get dean's approval. It would be very helpful to also send a clear breakdown of the funding associated with the hire (salary, research/travel funds, etc.) — particularly when there are multiple sources, as with a targeted/unique situation hire.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Carla will upload the offer letter, prepare the job offer in <i>PS Recruit</i>.</li> </ul>
Hiring manager will receive email request to approve job offer in PS Recruit. This will start the approval process (Hiring manager, Carla, HR, McKinney). <b>Sign Offer Letter</b> Hiring manager will receive email notice that job offer has been approved. The department can then print job offer letter on letterhead, have the chair sign it, and submit it to Carla to get the dean's signature.	
	<ul style="list-style-type: none"> <li>• Carla will return the signed letter to the chair/hiring manager so it can be sent to the candidate.</li> </ul>

## Job Acceptance and CBC Process – to be done by department fiscal officer

After candidate has accepted

- Send Carla a copy of the signed letter for our files.
- The department fiscal officer should follow the campus instruction guide (<https://www.umssystem.edu/ums/hr/peoplesoft-hr/Recruitadmin>) to complete the process for a new hire and to initiate a Criminal Background Check (CBC). If the hiring manager has not initiated a CBC before, he/she may need to contact Carla to request access to this part of the program.
- After the job acceptance and CBC are complete, HR should initiate a new-hire PAF for the candidate.
- Also note the instructions for *PS Recruit* with regard to the candidates interviewed but not hired.

### IMPORTANT TRAINING REQUIREMENT

All search committee members must complete the Division of Inclusion, Diversity & Equity's online training module for faculty search committees prior to the beginning of any faculty searches. The educational module for search committees on equitable and inclusive hiring practices can be found at <http://understand.missouri.edu/search/>.

To confirm completion, a short survey at the end of the training module must be submitted.

The Provost and Deans have discussed this training and have determined that department chairs and directors are responsible for confirming that all search committee members have completed the training module. To confirm that your search committee members are in compliance, please send a list of your search committee members to Caprice Leighton at [leightonc@missouri.edu](mailto:leightonc@missouri.edu). She will be able to confirm who has and has not completed the module (which must be completed by search committee members every 12 months). Please contact Caprice with any questions regarding this required training.

**The department chair will need to send Carla an email confirming that all members of the search committee have completed this training before the position will be submitted to the campus for approval.**

### IMPORTANT INFORMATION FOR THE ADVERTISEMENT

(See next page)

## Important Information for the Advertisement

All advertisements must require applicants to submit a statement of inclusion and diversity as part of their application materials.

### **Make sure your ad includes these two paragraphs and includes your choice regarding references:**

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence. The University of Missouri is an Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer.

Please apply on line at: <http://hrs.missouri.edu/find-a-job/academic> (\*Job Opening ID #####). *\*After the position is entered in Recruit and the Job Opening ID number is assigned, add the Job Opening ID number before placing the ad so that candidates can easily find the position in MU's online HR system.*

Use the online application and be prepared to upload your CV, (list any other application materials; see information on requesting references below). Applicants may contact the Chair of the Search Committee (insert department e-mail) with any questions about the job duties. Contact Human Resource Services ([muhrs@missouri.edu](mailto:muhrs@missouri.edu)) for any questions about the application process.

### **REFERENCES:**

Choose one of the following options regarding references:

1. You can have the applicant include a reference list and then have the search committee contact references for those people they are interested in to obtain the letters by listing this as part of the application materials. For example,

**Use the online application and be prepared to upload your CV, (list any other application materials), and list with name and contact information for 3 references.”**

**OR**

2. You may inform the candidates up-front that they need to contact their references and have them send their letters to the head of your search committee. You might do this in your ad by saying:  
**Three (*or however many you require*) reference letters are required and should be sent (electronically or hard copy) to the head of the search committee.**