Guide to A&S Academic Hiring Process

Department chair discusses request/need with Pat Okker/Cooper Drury and receives permission to recruit/hire.

**For a position that will be advertised** (see below if candidate is already identified)

**Requisition, Request for Approval, and Advertising**
Steps to take before you can advertise a position

- Department will need to fill out the Academic Job Requisition form (found on the HR website: [http://hrs.missouri.edu/forms/hiring/index.php](http://hrs.missouri.edu/forms/hiring/index.php)). Hiring team is hiring manager (HM)—usually the fiscal officer—Carla & Traci. Check one member of the search committee as chair. 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.
- Department needs to complete Request for Approval – Faculty Recruitment form.
- Department needs to write the position advertisement. Helpful information on composing an ad can be found in the required training for department chairs and members of the search committee.

**IMPORTANT TRAINING REQUIREMENT**
The chair and all members of the search committee members must complete the Division of Inclusion, Diversity & Equity’s online training module for faculty search committees prior to beginning any faculty searches. The educational module for search committees on equitable and inclusive hiring practices can be found at: [http://understand.missouri.edu/search/](http://understand.missouri.edu/search/). The training module includes helpful information on composing the advertisement, reviewing application and interviewing.

To confirm completion, a short survey at the end of the training module should 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 Noor Azizan-Gardner at azizan-gardnern@missouri.edu. She will be able to confirm who has and has not completed the module (which must be completed by faculty every 12 months). Please contact Noor 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.

**In the case with a targeted candidate or title change/promotion of current employee**

- Department will need to fill out the Academic Job Requisition form (found on the HR website: [http://hrs.missouri.edu/forms/hiring/index.php](http://hrs.missouri.edu/forms/hiring/index.php)). Hiring team is hiring manager (HM)—usually fiscal officer—Carla & Traci.
- Department needs to complete Request for Approval – Faculty Recruitment form.
- Submit requisition, justification form, and a copy of candidate’s CV.
- Once the materials have been reviewed and approved, HR will set up the position and link the candidate in PS Recruit.
- Send a draft of the offer letter to Carla for review & the dean’s approval.
- Once it’s approved in the dean’s office and uploaded into PS, the hiring manager can go in and prepare the job offer.
Department sends the requisition, justification form, and copy of the advertisement to Carla

Carla will review the materials for compliance with campus guidelines and confirm approval with the dean/associate dean

After receiving confirmation that the search committee has completed the training, Carla will enter requisition and attach other materials in PeopleSoft Recruiting.

Hiring Manager will receive email requesting approval for job opening. Review the Job Posting (as the position will appear on MU’s HR job opening list) before approving the opening. Make sure Carla and Mitchell McKinney are listed in the next two approval boxes. Carla will request HM security access for search committee members; approval may take a few days.

Notice will come to Carla to approve the requisition for the dean.

The provost’s office will approve, and HR will approve. Either may contact us with questions about the request before approving.

Hiring manager will get an email with a link to the position.

Department can place the ad.

Applicants will apply through the online HR recruiting system.

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Important Information for the Advertisement

Make sure your ad includes these two paragraphs and the EOE tagline 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](http://hrs.missouri.edu/find-a-job/academic). 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) for any questions about the application process.

An equal opportunity/access/affirmative action/pro-disabled and veteran employer

REFERENCES:

Choose one of the following options to 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.

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   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.
Note that there are two approval steps in PS Recruit:

- **approval of the job opening** (permission to advertise)
  hiring manager → Carla Schlink → Mitchell McKinney → Multiple Approvers (HR)
- **approval of the job offer** (approval of the offer letter)
  hiring manager → Carla Schlink → Multiple Approvers (HR) → Mitchell McKinney

**Finalists Interviews**
When top candidates (no more than three) are identified for campus visits, contact Carla to schedule Cooper for a 30-minute meeting with each candidate.

**Preparing a Job Offer**
After the application review/candidate interviews are done and you are ready to make an offer, there will be another process to follow with *PS Recruit* before the department can officially make an offer.

- Department chair will need to discuss offer details with dean/associate dean.
- Department will prepare draft offer letter using the appropriate template on the HR web page ([http://hrs.missouri.edu/forms/hiring/index.php](http://hrs.missouri.edu/forms/hiring/index.php) — last section near bottom of the page). Letter should have chair’s name & title as well as Patricia Okker, Interim Dean, as signers. Letter will not actually be signed until after all parties have approved the offer in *PS Recruit*.
- Department sends letter to Carla to review and get dean’s approval. We may require changes to letter.
- 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
- Carla will let hiring manager know to link final draft of the letter in Activity & Attachments and to Prepare the Job Offer in *PS Recruit*, following instruction guide from campus ([https://www.umsystem.edu/ums/hr/peoplesoft-hr/Recruitadmin](https://www.umsystem.edu/ums/hr/peoplesoft-hr/Recruitadmin)).
- Add approval boxes for Carla Schlink and Mitchell McKinney (hiring manager → Carla Schlink → Multiple Approvers (HR) → Mitchell McKinney).
- When hiring manager has approved the offer in *PS Recruiting*, a notice will be sent to Carla.
- Carla will approve for the dean, and a notice will be sent to HR.
- HR will approve, and notice will be sent to Mitchell McKinney (provost’s office).
- Once he approves, hiring manager will receive notice that offer has been approved.
- Send copy of the notice to Carla to arrange for dean’s signature on letter.
- Print job offer letter on letterhead, and submit to Carla to get the dean’s signature.
- Carla get it back to the chair/hiring manager so it can be sent to the candidate.

**Job Acceptance and CBC Process**
After candidate has accepted

- Send Carla a copy of the signed letter for our files.
- Follow campus instruction guide ([https://www.umsystem.edu/ums/hr/peoplesoft-hr/Recruitadmin](https://www.umsystem.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 Traci 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.