# Guide to A&S Academic Hiring Process

<table>
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<tr>
<th>Department</th>
<th>Carla/Dean’s Office</th>
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<tr>
<td>Department chair discusses request/need with Pat Okker/Cooper Drury and receives permission to recruit/hire.</td>
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## Request Job Opening

- Department will need to fill out the **Academic Job Requisition** form (found on the HR website: [hrs.missouri.edu/forms/hiring/index.php](http://hrs.missouri.edu/forms/hiring/index.php)). Hiring team is usually the fiscal officer plus Carla & Traci. 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. See information on required training for search committee below chart.

- Department needs to complete **Request for Approval – Faculty Recruitment** form.

- Department needs to write the position **advertisement** (see box below with information on advertisement). Helpful information on composing an ad can be found in the required training for department chairs and members of the search committee.

- Department sends the requisition, justification form, and copy of the advertisement to Carla.

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).

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<th>Finalists Interviews</th>
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<td>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.</td>
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- 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 (see information below), Carla will enter requisition and attach other materials in *PeopleSoft Recruiting*.

- Once the job opening has been approved by the campus, Carla will let the department know that it is okay to advertise and recruit for the position.
## Prepare Job Offer

After the application review/candidate interviews are done and you are ready to 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, 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. 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.

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<th>• Carla will upload the offer letter, prepare the job offer in PS Recruit, and let the department know when the approval process is complete.</th>
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|**Job Acceptance and CBC Process – to be done by department fiscal officer** (After candidate has accepted)| **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.**  
**Carla will return the signed letter to the chair/hiring manager so it can be sent to the candidate.** |
| | • Send Carla a copy of the signed letter for our files.  
• The department fiscal officers should follow the 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. |
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/. 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.

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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. 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.