

Authorization to hire

- The process begins when the Provost requests from the deans, their position authorizations for the next year.
- The Provost then informs the deans of the position authorizations they have been approved for.

Posting and Other Advertising

Once the schools/colleges receive their tenure/tenure-track authorizations, they can go ahead and have the posting originated on the Online Hiring System and submit to the Provost Office queue for review, approval and posting.

Once the position has been posted, those who are listed on the posting as the "hiring manager" will receive the following email to remind you to complete Part I and Part II of the OEO Hiring Plan forms and send immediately to the Office of Equal Opportunity. DO NOT wait to complete Part III, which should be submitted once finalists are selected. Any external advertisements should also be done at this time.

All positions are required to be posted on the Online Hiring System (OHS), and applicants are required to apply using the OHS. Automated processes post jobs to MI-HERC and to the Michigan Talent Bank. Advertisement may be placed in general media outlets, such as the Chronicle, as well as more discipline-specific ones and should also be done at this time.

-----Original Message-----

From: jobs@wayne.edu [mailto:jobs@wayne.edu]

Sent: Thursday, May 15, 2014 1:01 PM

To: undisclosed-recipients:

Subject: Posting 040318 is !!Opened!

The job posting listed below is at the status of "Opened"

If this is a tenure/tenure-track posting, please remember to complete Part I and Part II of the OEO Hiring Plan forms and send immediately to the Office of Equal Opportunity. DO NOT wait to complete Part III, which should be submitted once finalists are selected.

Position Title: Assistant Professor

Posting Number 000000

Department: H1205-Chemistry

Hiring Manager/Business Manager: Lauder, Kellie

Applicants can begin applying for this position until the posting close date. Please log on to <http://jobs.wayne.edu/hr> to review this posting.

Thank you,

Wayne State University Human Resources.

Recruiting

Faculty hiring practices vary among the different units. Many disciplines have annual conferences where candidates are recruited and screened. The conferences often have an organized way to inform candidates of positions, which sometimes involves advertising. Many disciplines also have specialized vehicles (such as newsletters) for announcing positions. Recruiting may also involve reaching out to persons and programs that might supply talented and diverse candidates. Once strong candidates are identified, they are usually brought to campus to meet with faculty.

The approach to recruiting academic administrators depends on the level of the position. Because these are specialized positions, they will not be further discussed.

The recruitment of academic staff relies more heavily on the kind of general position and advertising discussed below.

Selection:

Faculty candidates are evaluated by current faculty, and especially by personnel or hiring committees in the departments (for departmentalized colleges). Department chairs and deans also play important roles. All tenure/tenure track hiring recommendations must be approved by the Provost, after there has been a Non-Discrimination/Affirmative Action compliance review by the Office of Equal Opportunity.

Academic staff are usually hired by the relevant administrator, but with a review process with significant similarities to the faculty hiring process.

In a nutshell - Search and Offer

- Conduct search.
- Identify candidate.
- Compile tenure-track binder documentation.
- Send binder to Office of the Provost for Provost approval.
- Signed binder is returned.
- Letter mailed to candidate. Remember to send AAUP-AFT new hire packet along with the rest of the new hire forms when the letter of offer is sent to the candidate for acceptance.
- Process EPAF

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7	OEO Hiring Plan Forms
8	Moving Approval Form

Instructions: Type in all information and submit with supporting documentation as described below.

Action <input type="checkbox"/> Appointment <input type="checkbox"/> Change of Assignment <input type="checkbox"/> Interim Appointment <input type="checkbox"/> Joint <input type="checkbox"/> Reappointment <input type="checkbox"/> Renewal		Date Prepared _____	
Appointment dates: _____			
Candidate's Name (last, first, m.i.) _____		U.S. Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Primary School/College/Division _____		Primary Department/Program _____	
Secondary School/College/Division _____		Secondary Department/Program _____	
Tertiary School/College/Division _____		Tertiary Department/Program _____	
Rank/Payroll Classification _____		Tenured <input type="checkbox"/> Not tenure track <input type="checkbox"/> Tenure Track <input type="checkbox"/> <input type="checkbox"/>	
Full-time Salary <input type="checkbox"/> 9-month \$ _____ <input type="checkbox"/> 12-month		Administrative Attachment <input type="checkbox"/> 9-month \$ _____ <input type="checkbox"/> 12-month	
Fractional Time _____ %		Reimbursement for Moving Expenses _____ % to maximum of \$ _____	
Related Salary \$ _____		Ethnic Code <input type="checkbox"/> AM-AmInd/Alr <input type="checkbox"/> HO-Hisp,Other <input type="checkbox"/> AR-Arabic <input type="checkbox"/> HP-Hisp,PR M <input type="checkbox"/> AS-Asian/PI <input type="checkbox"/> HR-Hisp,PR C <input type="checkbox"/> BL-Black, NH <input type="checkbox"/> UN-Unknown <input type="checkbox"/> HM-Hisp,Mex <input type="checkbox"/> WH-White,NH	
WSU Employment History <input type="checkbox"/> None <input type="checkbox"/> Prior <input type="checkbox"/> Current		If prior or current employment at WSU, attach details.	
Account/Position Information		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Position Number _____	Index _____	Labor Distribution _____	Subsidy-condition _____
Assignment: Yes <input type="checkbox"/> No <input type="checkbox"/>		PROVOST OFFICE USE ONLY	
Attach the following documents to this form in the order indicated, forward to dean/director. Dean/director forward to Provost Office or Personnel Processing.		Budget Current amount: _____ Top-up amount: _____ Total amount: _____ Initials/Date: _____	
Appointment/Reappointment <input type="checkbox"/> 1. This form <input type="checkbox"/> 9. Résumé <input type="checkbox"/> 2. Letter of offer <input type="checkbox"/> 10. OEO Hiring Plan form (when applicable) <input type="checkbox"/> 3. Employment agreement <input type="checkbox"/> 11. Moving Expense Approval (when applicable) <input type="checkbox"/> 4. Financial Responsibility Form <input type="checkbox"/> 12. Other (when applicable) <input type="checkbox"/> 5. Approved PAR <input type="checkbox"/> 6. Internal posting <input type="checkbox"/> 7. Written/Oral references <input type="checkbox"/> 8. Chair/Dean recommendation		Academic Personnel Appointment PEAFACT status: _____ Clock begin date: _____	
Renewal/Change of Assignment <input type="checkbox"/> 1. This form <input type="checkbox"/> 3. Résumé <input type="checkbox"/> 2. Letter of offer		Renewal Years on track: _____ As of: _____ Dates clock off: _____	
Interim Appointment <input type="checkbox"/> 1. This form <input type="checkbox"/> 3. Employment agreement <input type="checkbox"/> 2. Letter of offer <input type="checkbox"/> 4. Résumé		FY authorization: _____ (tenure-track hires only)	
Required Signatures		Initials/Date: _____	
Preparer/Date _____		Academic Personnel/Date _____	
Phone _____			

Tenure Code

Code	Description	Tenure Status
CS	Clock Stopped	On-Track
ES	Employment Security Status	Ineligible
ET	Employment Security System	Ineligible
FA	Fractional Track 25%	On-Track
FB	Fractional Track 50%	On-Track
FC	Fractional Tenure 9-mo. 25%	Tenured
FD	Fractional Tenure 9-mo. 50%	Tenured
FE	Fractional Tenure 12-mo. 25%	Tenured
FF	Fractional Tenure 12-mo. 50%	Tenured
FG	Fractional Tenure 9-mo. 75%	Tenured
FH	Fractional Tenure 12-mo. 75%	Tenured
IN	Ineligible	Ineligible
NT	Non-Tenured	Non-Tenured
OT	On Track	On-Track
PR	Preliminary	Non-Tenured
RC	Renewal Contract	Ineligible
T2	Tenured 12-month	Tenured
T9	Tenured 9-month	Tenured
VT	Visiting Faculty with Tenure	Ineligible
VN	Visiting Faculty Non-Tenured	Ineligible

Explanation of Codes

CS (Clock Stopped) – To be used when there is a letter specifically indicating the Tenure Clock is to be stopped for the employee

IN (Ineligible) – Classifications not eligible for tenure (Instructor, Lecturer, Volunteer Faculty, and those that have (Clinical) or (Research) in the title

NT (Non-Tenured) – Classifications that are eligible for Tenure, but are on Subsidy Condition

OT (On Track) – Classifications that are on tenure-track but have not yet received Tenure

PR (Preliminary) - Preliminary status is used for faculty hired as full professor and/or with continuing tenure which requires Board of Governors approval

RC (Renewal Contract) – Academic Staff whose position is temporary in nature

VT – Visiting Faculty who holds tenure at their home institution

VN – Visiting Faculty who hold non tenured position at their home institution

Financial Responsibility Form

School/College: _____

Department: _____

Candidate name: _____

Rank: Instructor Assistant Associate Professor

Effective date: _____

Tenure: Yes No

Position number: _____

RECRUITMENT FUNDING						
Minority funding: _____	Personal: _____ % of actual costs up to maximum of _____					
Faculty Recruitment funding: _____	Laboratory: _____ % of actual costs up to maximum of _____					
Current budget value: _____	Total cost: \$ _____ -					
Recruitment funding: _____	(Provost approval required over \$10,000)					
Total salary: \$ _____ -						
VPAA approval: _____						
SOURCE OF FUNDING						
TYPE OF EXPENSE	TOTAL COST	DEPARTMENT GENERAL FUND	DEPARTMENT OTHER	COLLEGE GENERAL FUND	COLLEGE OTHER	BUDGET, PLANNING AND ANALYSIS
Salary: 9 or 12 month salary	-					
Salary: Special attachments	-					
Moving Expenses:	-					
Laboratory Set-Up: Equipment						
Year 1 (attach list)	-					
Year 2 (attach list)	-					
Year 3 (attach list)	-					
Personnel Support:						
Year 1 (attach list)	-					
Year 2 (attach list)	-					
Year 3 (attach list)	-					
Legal Expenses	-					
Renovation Costs	-					
Other (specify below)						
Year 1	-					
Year 2	-					
Year 3	-					
Subtotal Year 1	-	-	-	-	-	-
Subtotal Year 2	-	-	-	-	-	-
Subtotal Year 3	-	-	-	-	-	-
GRAND TOTAL	-	-	-	-	-	-
Authorized by:						
Date:						