

## Faculty Hiring Process (Benefit-Eligible)

### Position Preparation (Pre-Search Stage)

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Step 1. Dean submits request for faculty hire to Provost through the online form and routing process.

Requests Needed:  
[Online Justification Form](#) (including proposed salary range)  
Organizational Chart (listing current faculty by rank)

Step 2. Provost reviews and either approves for submission to Justification Committee or returns to college.

Step 3. Justification Committee either approves or declines to approve the request.

Step 4. The Provost notifies the dean of the decision; the dean is responsible for notifying the department chair.

Step 5. Academic Affairs reaches out to the department chair with information about forming a search committee, developing a timeline, drafting a job ad, completing the job posting form, and setting up a launch meeting.

Both steps can happen at the same time

Step 6. Each Search Committee Member completes [UM System Search Committee Training Module](#) through Percipio.

Step 7. Search Committee meets with Academic Affairs for Search Launch Committee Meeting.

Step 8. Once the job ad has been finalized, Search Committee Chair sends [job posting form](#) (AKA job requisition form) to the Business Manager with the final job posting ad and a list of search committee members. The Business Manager assists with completing the form, requests approval from the Dean and HR Partner, and send the final posting to UMSL HR Employment ([employment@umsl.edu](mailto:employment@umsl.edu)).

Step 9. UMSL HR Employment reviews job posting form to confirm accuracy and completion and sends the form to HR Shared Services for posting to <https://umsl.jobs>. Job ads are automatically posted to a few additional job sites.

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### Candidate Screening & Selection Stage

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Step 10. The search committee works with the college to post the job ad to discipline-specific outlets and to publicize the opening through professional networks.

Step 11. The search committee develops a screening rubric for applications and interview questions.

Step 12. The search committee completes initial screening of applicants to generate semi-finalist pool.

Step 13. The search committee carries out synchronous online interviews with semi-finalists.

Step 14. Following synchronous online interviews, the search committee narrows the semi-finalist list to a finalist pool that will be invited to campus. It is expected that at least 3 candidates will be invited for campus presentations.

Step 15. The search committee checks references for the finalists by either:  
(a) requesting a SkillSurvey report be conducted for each candidate by UMSL HR Employment  
OR  
(b) conducting reference checks through two-way communication with candidates' references and documenting the conversation on the [academic reference check form](#).

Step 16. Finalists come to campus and the search committee solicits feedback from campus.

Step 17. Following finalist visits, the search committee creates a report of strengths and weaknesses of each candidate as assessed through the committee screening process, as well as feedback from faculty, students, and staff, and the results of the reference checks.

Step 18. The search committee provides the dean with the committee report.

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### Offer Stage

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Step 19. After reviewing the search committee report, the dean provides the provost with recommendation to hire.

Step 20. The provost provides the dean with parameters for a verbal offer (i.e., salary range, immigration needs if applicable, revised tenure timeline). The parameters have already been agreed to in principle by the Justification Committee and should be on the justification form.

Step 21. The dean will be provided parameters for negotiation with the job candidate; if the discussion moves outside those parameters, the dean will need to consult with the provost for approval.

Step 22. If the candidate does not accept the offer, either the dean brings forward the next acceptable candidate or the search fails.

Step 23. When a candidate verbally accepts, Academic Affairs works with unit to create an offer letter based on templates stored in the deans'/business managers' GoogleDrive.

All three steps can happen at the same time

Step 24. After the offer letter is approved by the dean and provost, the Provost's Office uploads the offer letter to AdobeSign.

A. When applicable, the Provost's Office attaches a moving allowances form to the offer letter for the applicant's signature.

B. AdobeSign routes the letter to the Provost and candidate for signature, and concurrently notifies the dean, business manager, HR partner, and Associate Provost of Faculty Affairs of the progress. When both parties have signed the letter, AdobeSign will notify HR Recruit team, Provost, business manager et al. that the letter is complete.

Step 25. The department chair or dean completes the Faculty Qualifications Assurance Form.

Step 26. The business manager submits offer details that will match the details in the offer letter to HR Shared Services:

A. Candidate name, Job ID, start date, salary, position number, moving allowance if applicable.

B. The academic reference check form if applicable.

C. If available, a copy of the new faculty member's official transcripts along with the completed Faculty Qualifications Assurance form. HR Shared Services will upload them to eHRFile. (If official transcripts are not yet available, refer to step 33).

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### Preboarding Stage

Step 27. The HR Recruit Team uploads the signed letter and the reference checking documentation (either SkillSurvey report or Academic Reference Check Form) into eRecruit under the Activities and Attachments tab. If the academic reference check form and transcripts are included with the offer letter, they're added to the new employee's eHRFile; classified as "HLC" folder.

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Step 28. The HR Recruit team accepts the offer in eRecruit and removes job posting from internal and external job posting boards

Step 29. The HR Recruit Team initiates a criminal background check (CBC) and degree verification. The candidate will receive a third-party email related to the CBC. Hiring unit or supervisor should advise candidate to watch for this email as it has been known to occasionally go to a spam/junk folder.

Step 30. The HR Recruit Team emails HR Shared Services and the business manager a notification that a CBC has been initiated.

Step 31. The regular HR hiring process continues, resulting in the final hiring of the candidate.

A. ePAF will be created based on the details in the job posting requisition and offer letter.

B. The candidate receives an email with instructions for completing preboarding, including employment verification (I-9).

C. The search committee communicates with other finalists and with semi-finalists. If the unit would like assistance with disposition communication, they should contact the UMSL HR Employment Team ([employment@umsl.edu](mailto:employment@umsl.edu)).

Step 32. Once the candidate is hired, all of the other candidates in the pool will be dispositioned as "Rejected" on the internal job posting side of PeopleSoft. Units will need to specify to the HR Recruit Team which candidates were semifinalists or finalists and should not receive communication from the Recruit Team.

Step 33. On or after the new faculty member's first day of work, the unit's eHRFile contact should upload an official transcript and [Faculty Qualifications Assurance Form](#) through eHRFile (if not already completed as part of step 26-27).