

## SUMMARY OF HIRING PROTOCOL FOR NEW FACULTY

*Please consult Faculty Recruitment and Hiring Guidelines for details and listed forms*

<i>Activity</i>	<i>Forms/Procedures</i>	<i>Approvals/Signatures Required</i>	<i>Submit to</i>	<i>Have questions? Contact...</i>
<p><b>PHASE 1: INITIALIZING SEARCH</b></p> <p>Submit Annual Position Allocation Request Form to Provost</p>	<p><b>Annual Position Allocation Form</b> Deans must submit completed form to Provost by March 15<sup>th</sup> of each year <u>for each position requested</u>.</p> <p>Decisions will be sent to Deans and the Office of Faculty Affairs (OFA) by July 31<sup>st</sup> via email, letter or memo.</p>	<ol style="list-style-type: none"> <li>1. Department chair</li> <li>2. Dean</li> </ol>	Letitia Wall	Office of the Provost Letitia Wall Ext. 2132
<p><b>PHASE 2: SEARCH COMMITTEE</b></p> <p>The appointed search committee will review and update position description, determine candidate qualifications and develop advertising plan</p>	<p>Recruitment Plan Template will be distributed beginning Fall 2016 (signature item, <i>Page 10</i>)</p> <p>Advertisement or Vacancy Notice Template (<i>Page 12</i>)</p>	<ol style="list-style-type: none"> <li>1. Search committee chair</li> <li>2. Department chair</li> <li>3. Dean</li> <li>4. Assistant Provost for Administration and Planning</li> </ol>	Revonda Reed	Office of Faculty Affairs  Revonda Reed Ext. 8932
<p><b>PHASE 3: SHORT LIST</b></p> <p>Search committee will submit the list of candidates who will be invited to campus for interviews to the Office of Faculty Affairs. This will have been vetted by the entire department with</p>	<p>Interim Pool Report and Short List Report on website with attachments as follows:</p> <ul style="list-style-type: none"> <li>• Detailed justification for candidates not invited for a campus interview (interim pool report)</li> <li>• List of proposed candidates for campus interviews with a brief narrative about qualifications (short list report)</li> <li>• CVs of those proposed for campus visits(short list report)</li> </ul>	<ol style="list-style-type: none"> <li>1. Search committee chair</li> <li>2. Department chair</li> <li>3. Dean</li> <li>4. Assistant Provost for Administration and Planning</li> </ol>	Cheryl Cooper-Peters	Office of Faculty Affairs  Cheryl Cooper-Peters Ext. 2804

<p><b>PHASE 3: SHORT LIST (continued)</b></p> <p>Department chair</p>	<p>Department will be responsible for updating list of applicants on PeopleAdmin to reflect those on the short list &amp; those not selected.</p> <p>OFA will acknowledge receipt of Short List via email, grant approval to proceed with proposed interviews and/or ask clarifying questions. OFA will also provide interview packets for candidates</p>		<p>Cheryl Cooper-Peters</p>	<p>Office of Faculty Affairs</p> <p>Cheryl Cooper-Peters Ext. 2804</p>
<p><b>PHASE 4: CANDIDATE INTERVIEWS</b></p>	<p>Committee members will prepare a set of questions based on the criteria in the advertisement for reference in the initial interview. Committee will also prepare a candidate itinerary (<i>Page X</i>) for visit to campus.</p> <p>When faculty candidates are interviewed, they will meet with appropriate constituencies, including department chair and dean.</p> <p>Search Committee Chair will distribute Notification &amp; Release (background check, <i>Page 20</i>) Form with self-addressed stamped envelope to candidate at interview.</p>	<p>NOTE: Notification &amp; Release (background check) Form should be returned directly to the Office of Faculty Affairs.</p>	<p>Cheryl Cooper-Peters</p>	<p>Office of Faculty Affairs Cheryl Cooper-Peters or Revonda Reed</p>
<p><b>PHASE 5: RECOMMENDATION FOR HIRE TO PROVOST</b></p> <p>Unofficial Offer</p>	<p>Steps before the Unofficial Offer is made</p> <ol style="list-style-type: none"> <li>1. Ensure that the background check and reference checks are completed</li> <li>2. Search committee chair notifies Hiring Manager/Chair of the final candidate via memo, email or letter (<i>Page 22</i>)</li> <li>3. Hiring Manager/Chair notifies Dean of the final candidate via memo, email or letter (<i>Page 23</i>)</li> <li>4. <i>Unofficial offer</i>: The Hiring Manager will contact the applicant that</li> </ol>	<ol style="list-style-type: none"> <li>1. Search committee chair</li> <li>2. Department chair</li> <li>3. Dean</li> <li>4. Assistant Provost for Administration and Planning</li> </ol>	<p>Cheryl Cooper-Peters</p>	<p>Office of Faculty Affairs Cheryl Cooper-Peters or Revonda Reed</p>

<p>PHASE 5: RECOMMENDATION FOR HIRE TO PROVOST (continued)</p>	<p>he/she recommended for the vacant position to ascertain whether the candidate is still available to fill the position and to tentatively agree on the salary and other incentives that will be recommended for the position.</p> <p>5. Dean submits Hiring Recommendation Memo to Provost (Page 24)</p> <p>Documents that needs to be included with memo to Provost:</p> <ol style="list-style-type: none"> <li>1. Position advertisement (Page 12)</li> <li>2. Applicant list (from People Admin)</li> <li>3. Information used to determine recommended salary (parity reports, departmental salary information, etc.)</li> <li>4. Evaluation and justification including narrative summary of candidates interviewed and their ranking used to review applicants and record reasons for recommendation/ non-recommendation</li> </ol>		<p>Cheryl Cooper-Peters</p>	<p>Office of Faculty Affairs Cheryl Cooper-Peters or Revonda Reed</p>
<p>PHASE 6: PRE-HIRE</p>	<p>Upon approval to hire by Provost (Hiring recommendation documents checklist on website) with following documents:</p> <ul style="list-style-type: none"> <li>• Hiring proposal from People Admin w/electronic approval</li> <li>• Personnel Budget Action (PBA on website) form for the proposed candidate</li> <li>• Reference check</li> <li>• Any other document maintained outside People Admin</li> </ul>	<p><i>NOTE: Official offer is contingent upon completion of this pre-hire phrase</i></p>	<p>Cheryl Cooper-Peters</p>	<p>Office of Faculty Affairs Cheryl Cooper-Peters or Revonda Reed</p>

<p><b>PHASE 6: PRE-HIRE</b></p>	<ul style="list-style-type: none"> <li>Official transcripts or documentation that transcripts have been requested</li> </ul> <p>Department will be responsible for updating PeopleAdmin to reflect successful and unsuccessful candidates</p>	<p>NOTE: Official transcripts should be sent to OFA</p>	<p>Cheryl Cooper-Peters</p>	<p>Office of Faculty Affairs Cheryl Cooper-Peters or Revonda Reed</p>
<p><b>PHASE 7: HIRING</b></p> <p><i>Official Offer</i></p>	<ul style="list-style-type: none"> <li>A letter of appointment is the official and legally-binding offer of a faculty appointment at Winston-Salem State University that is signed by the Provost and Vice Chancellor for Academic Affairs and mailed to every prospective regular faculty appointee. All financial commitments, including startup and salary are specified in the appointment letter, as are any variations with University policies. If the offer is accepted, the appointee should countersign the enclosed copy and return it directly to the Provost's office</li> </ul>	<p><i>NOTE: Pre-hire phase must be completed first.</i></p>	<p>Cheryl Cooper-Peters</p>	<p>Office of Faculty Affairs Cheryl Cooper-Peters or Revonda Reed</p>
<p><i>Hiring with Tenure</i></p> <p>Review of the University Tenure &amp; Promotion Committee (for candidates recommended for hire with tenure)</p>	<p>Full dossier of the candidate must be included with the hiring proposal. Letters of support of tenure from the senior faculty, chair and dean must also be included</p>	<p><i>Recommendation will be submitted to the tenure and promotion committee</i></p> <p><i>Final approval is required by WSSU Board of Trustees</i></p>	<p>Cheryl Cooper-Peters</p>	<p>Office of Faculty Affairs Cheryl Cooper-Peters or Revonda Reed</p>

<p>Phase 8: Post-Appointment/ Closing the Search</p>	<p><b><i>Candidate Hiring</i></b> The selected candidate must complete the I-9 form, tax withholding forms and direct deposit forms and return the signed offer letter reflecting acceptance of employment to the OFA prior to the date of employment. After eligibility for employment has been established, an orientation session for the new employee will be conducted.</p> <p><b><i>Discontinuation and Reopening of Search</i></b> If the Hiring Manager determines that the recruitment and selection process did not yield the best-qualified candidate for the position or if a suitably qualified applicant is not available to accept the position, the search will be discontinued and will reopen at a later time with the same or a different search committee. The Hiring Manager will indicate and record the basis upon which each candidate was deemed unacceptable or unavailable and file with Human Resources and the EEO/AA Office.</p>		Revonda Reed	Revonda Reed
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*New Faculty Orientation is conducted at the beginning of each academic year in collaboration with Human Resources. New Faculty will be notified through Office of Faculty Affairs.*