HIRING A NEW FACULTY POSITION PROCESS WORKFLOW

This process is used when a department is requesting to hire a new faculty position that is not currently budgeted

1. Get your position APPROVED to Fill

   Department Chair completes Request to Initiate Faculty Search Form to initiate the search and sends to Dean of College

   Provosts approves or Denies request. If approved, move to step 2

   *Position Approval Form Link:

2. Get your position POSTED for applications through the Human Resources Office

   Department Admin creates a Recruitment Authorization Form (RAF) and attaches written resignation/retirement letter and required documents listed on the RAF form and sends through routing process

   Human Resources receives approved RAF and posts the position and search committee members are notified

   *For assistance with this step contact Human Resources at 657-2278 or by email at employment@msubillings.edu

3. Select a Candidate you want to HIRE

   Upon closing date, search committee begins selection of final candidates through application scoring and interviews

   Curriculum Vitae (CV) submitted to the Dean of College for final candidates selected for Background checks

   Dean of College approves background checks and forwards names to Human Resources

   Final interviews are conducted on campus and reference checks completed

   Dean of College completes Determination of Base Years with final candidate

   *Background checks take 7 – 10 days and no offer can be extended until background check completion has been received from Human Resources

   *Background checks must also be done before the final candidate can be brought to campus

   *Determination of Base Years form link:

Step 3 Select a Candidate you want to HIRE continued......

   Final candidate is selected and Human Resources is notified of sucessful candidate

   Dean of College completes Docusign Faculty Appointment Form and routes to Provost for approval

   Copy of form received by Provost Executive Assistant, Budget Office and payroll department

   Docusign University Campus Faculty Appointment Form link: In progress......

   Docusign City College Faculty Appointment Form link: In progress...... (tested but have some items to fix before it goes out for use)
4. Final Hiring Procedures

Provost Office sends Docusign initial employment contract to the successful candidate for signature.

Once signed, notification will be sent to Provost office of contract completion. Contract can then be saved electronically or paper copy filed.

A docusign copy is also sent to the Budget Office, Human Resources and the Payroll Department.

New Faculty Appointment Contract Docusign link: https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=30aa6633-24a1-4ddc-875d-c1b1280da4bf&env=na3&acct=6e77d7cc-2b97-42ce-8c94-ee454e7f9766&v=2

5. Preparing your New Hire to be paid

Prior to first day, if possible, New Hire completes basic hiring paperwork with Human Resources to receive GID and NetID

• Benefit Specialist will set up a benefit for the new hire

Once a GID has been established, department completes Electronic Personnel Action Form (EPAF) and submits for approval

Department can submit a Help Desk Ticket to begin the process of setting up email, D2L and any other programs needed

NOTE: NetID must be established before this can begin

Payroll receives full approved EPAF and sets up employees job and makes a timesheet available

Help desk Ticket link: https://helpdesk.msubillings.edu/View/02efdc70-55c7-4ba8-9804-ca01631c1a54