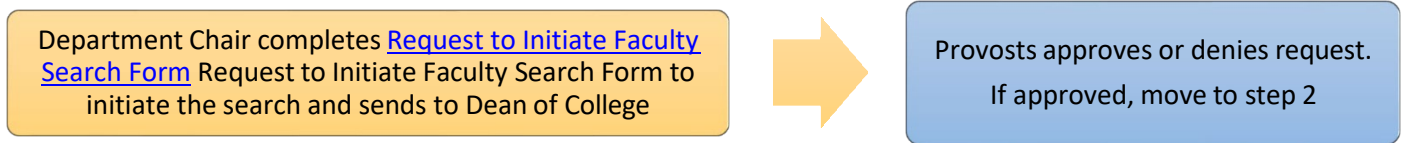


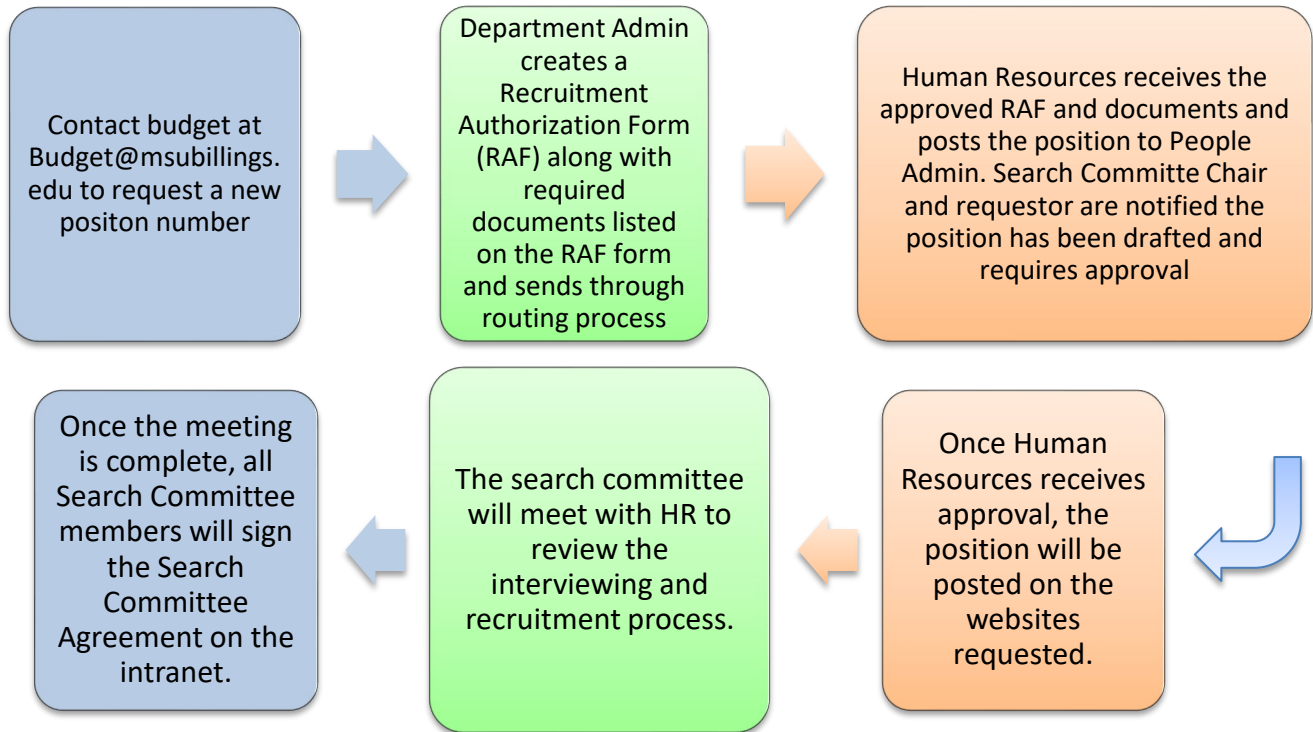
## HIRING A NEW FACULTY POSITION PROCESS WORKFLOW

*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



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



HR Intranet link: [Human Resources Intranet](#)

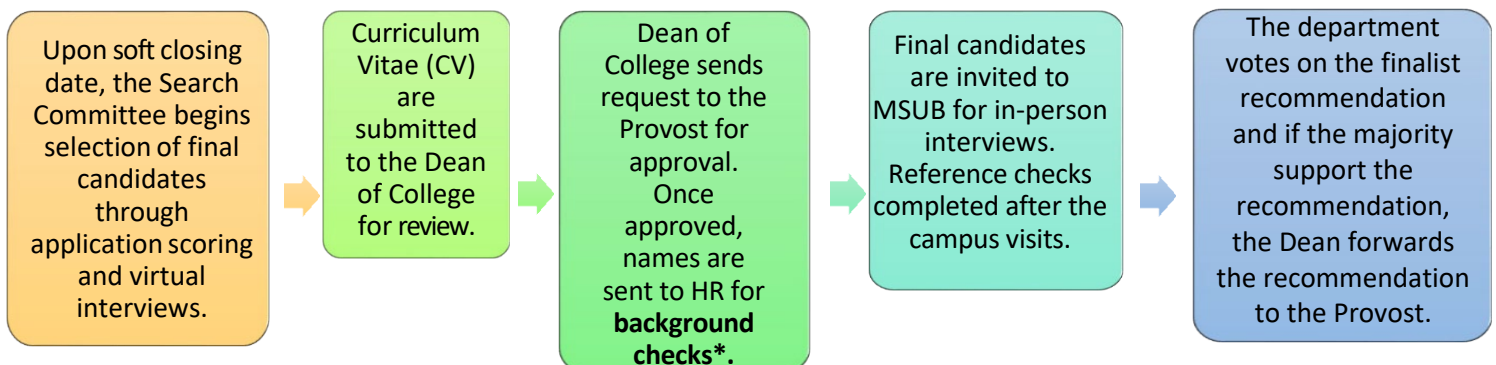
Recruitment Authorization Form: [Recruitment Authorization Form \(RAF\)](#)

Search Committee Agreement: [Search Committee Agreement](#)

Position Description Template: In progress.....

**For assistance with this step contact Human Resources at 657-2278 or by email at [hr@msubillings.edu](mailto:hr@msubillings.edu)**

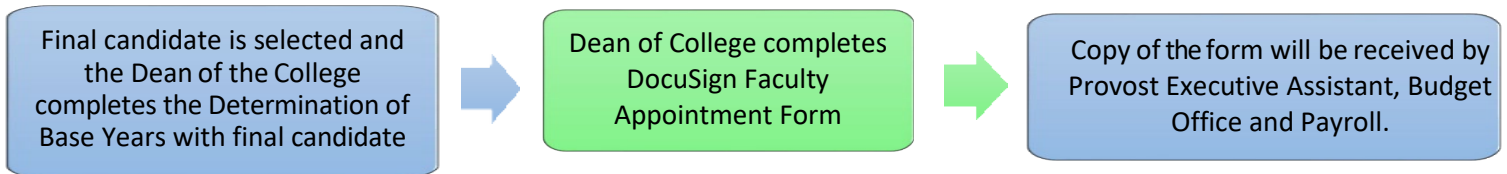
### 3. Select a Candidate you want to HIRE



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

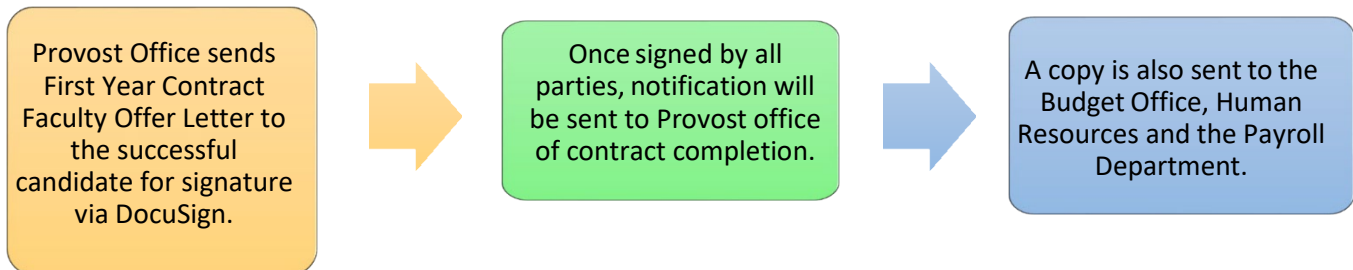
\*Background checks must also be done before the final candidate can be brought to campus

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



*Determination of Base Years form link:* [University Campus Faculty Determination of Base Years](#)

### 4. Final Hiring Procedures

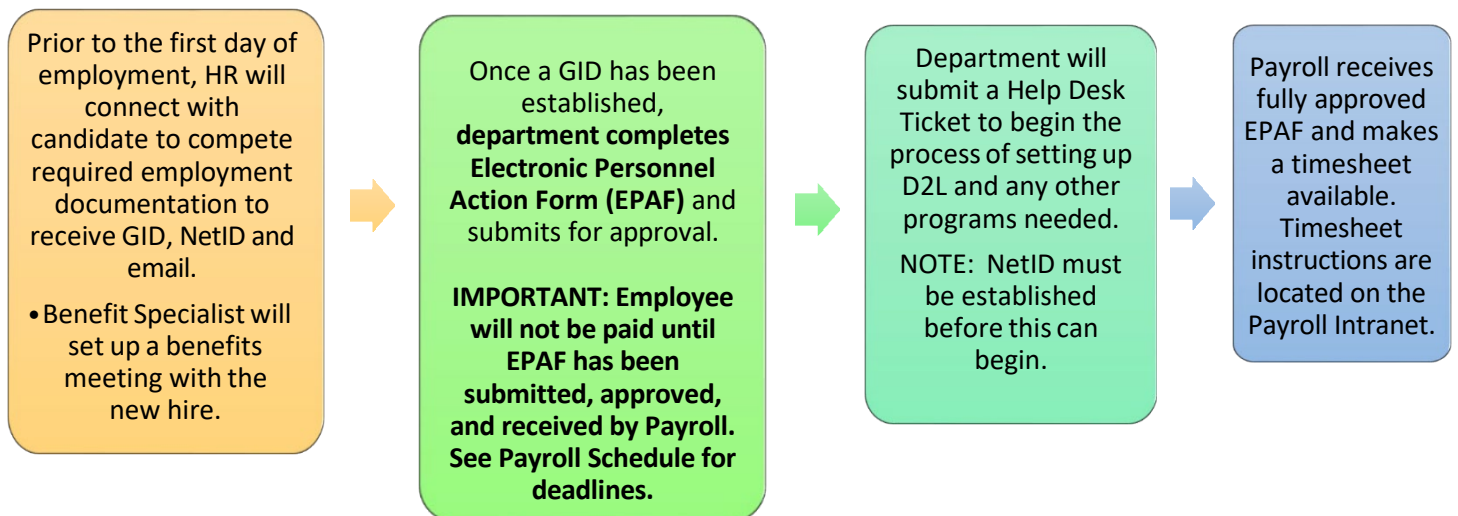


**New Faculty Appointment DocuSign links:**

University Link: [New Faculty Appointment Form - University Campus](#)

City College Link: [New Faculty Appointment Form - City College](#)

### 5. Preparing your New Hire



**Resource Links:**

[Help Desk Link](#)

[Payroll Intranet Link](#)