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

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

   Contact budget at Budget@msubillings.edu to request a new position number

   Department Admin creates a Recruitment Authorization Form (RAF) along with required documents listed on the RAF form and sends through routing process

   Human Resources receives the approved RAF and documents and posts the position to People Admin. Search Committee Chair and requestor are notified the position has been drafted and requires approval

   Once the meeting is complete, all Search Committee members will sign the Search Committee Agreement on the intranet.

   The search committee will meet with HR to review the interviewing and recruitment process.

   Once Human Resources receives approval, the position will be posted on the websites requested.

   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

3. Select a Candidate you want to HIRE

   Upon soft closing date, the Search Committee begins selection of final candidates through application scoring and virtual interviews.

   Curriculum Vitae (CV) are submitted to the Dean of College for review.

   Dean of College sends request to the Provost for approval. Once approved, names are sent to HR for background checks*.

   Final candidates are invited to MSUB for in-person interviews. Reference checks completed after the campus visits.

   The department votes on the finalist recommendation and if the majority support the recommendation, the Dean forwards the recommendation to the Provost.
*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.....

- Final candidate is selected and the Dean of the College completes the Determination of Base Years with final candidate
- Dean of College completes DocuSign Faculty Appointment Form
- Copy of the form will be received by Provost Executive Assistant, Budget Office and Payroll.

*Determinaton of Base Years form link: University Campus Faculty Determination of Base Years*

4. Final Hiring Procedures

- Provost Office sends First Year Contract Faculty Offer Letter to the successful candidate for signature via DocuSign.
- Once signed by all parties, notification will be sent to Provost office of contract completion.
- A copy is also sent to the Budget Office, Human Resources and the Payroll Department.

*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

- Prior to the first day of employment, HR will connect with candidate to compete required employment documentation to receive GID, NetID and email.
  - Benefit Specialist will set up a benefits meeting with the new hire.
- Once a GID has been established, department completes Electronic Personnel Action Form (EPAF) and submits for approval.
  - IMPORTANT: Employee will not be paid until EPAF has been submitted, approved, and received by Payroll. See Payroll Schedule for deadlines.
- Department will submit a Help Desk Ticket to begin the process of setting up D2L and any other programs needed.
  - NOTE: NetID must be established before this can begin.
- Payroll receives fully approved EPAF and makes a timesheet available. Timesheet instructions are located on the Payroll Intranet.

*Resource Links:*
   - Help Desk Link
   - Payroll Intranet Link