**REHIRE VACANT FACULTY POSITION PROCESS WORKFLOW**

*NOTE: This process is used to hire a budgeted Faculty position that is currently vacant.*

1. **Get your position APPROVED to Fill**

   - **Faculty member submits a formal letter of resignation/retirement**
   - **Department completes DocuSign Employee Termination Form and attaches resignation/retirement letter.**
   - **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.**

   *Employee Termination Form:* [Employee Termination Form from Payroll Intranet Page](#)
   *Faculty Search Form:* [Request to Initiate Faculty Search Form](#)

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 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) submitted to the Dean of College for review.**
   - **Dean of College sends request to 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.**

   *HR Intranet link:* [Human Resources Intranet](#)
   *Recruitment Authorization Form:* [Recruitment Authorization Form (RAF)](#)
   *Search Committee Agreement:* [Search Committee Agreement](#)
   *Position Description Template:* In progress.....
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.**

* Determination 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 complete 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 timesheet available. Timesheet instructions are located on the Payroll Intranet Page.**

**Resource Links:**

- Help Desk Link
- Payroll Intranet Link