

## New Faculty Requisitions and Appointments

Faculty Addendum\* to the New Hire Process 2013

(\*The hiring process also applies to hiring staff)

### Requisitions and Applications completed online

All full-time and part-time faculty positions (including those that are temporary), as well as staff positions (including those that are temporary) will be posted before an individual can be recruited to fill a position.

#### Step 1: Online Hiring Requisition

- To request posting for a position, use the Employment website (<http://employment.marquette.edu/hr>) to submit an online requisition.
- Send to Dean/director for approval.

#### Step 2: Position Justification Form

- Dean/Director/Department Chair (in some cases) completes position justification form. Faculty position request form ([word](#) / [fillable form](#)) for full-time faculty (including those who are temporary. Part-time faculty hires do not need a justification form. For part-time hires, proceed to step 3.)
- Note:
  - Job offers to faculty candidates will be based on the information listed in the original requisition to recruit/job posting. As thoroughly as possible, salary, source of funding, moving costs, start-up costs, animal care needs, remodeling needs, and/or any other consideration that might be negotiated with a faculty candidate must be anticipated and included in the original requisition. *Any variation in the terms final terms of negotiation will need re-approval at all levels* (e.g., Dean's Office, Provost's Office, Budget Office, Human Resources) *prior to a final offer being made to the faculty candidate.*
  - Titles: Faculty titles are governed by the Faculty Handbook. Consult the faculty handbook for the title that is appropriate to the position.
- Director/Department Chair (in some cases) submits form electronically to dean/director for approval if the dean is not the person filling out the form.
- Dean/Director attaches form electronically to the requisition to post (<http://employment.marquette.edu/hr>). (Note: Initiator does not have access to attach form.)  
**See instructions for attaching internal documents in Appendix A.**
- Dean/director sends posting, **with justification form attached**, to Provost for approval. (*With the exception of part-time faculty, postings will not be approved without justification form.*)
- Initiator will automatically be notified of posting approval when the requisition is approved by Human Resources. (Note that postings must be approved by Provost and Budget prior to being received by HR.)
- All candidates for open positions must apply using the <http://employment.marquette.edu> web page. Faculty candidates will complete the Faculty Profile. For information and instructions on the employment.marquette.edu site, refer to <http://www.marquette.edu/hr/hiring.shtml>

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or contact Human Resources with any additional questions.

### Step 3: Applications managed online

- The hiring department will screen candidates using the information obtained during the online application process, including attached Curriculum Vitae, Cover Letters, Unofficial Transcripts (if desired) and other required documents, as well as interviews.

### Step 4: Interviews

- Departments are charged with selecting faculty that best meet the teaching needs, research profile and service component of the Department and University.
- Check with your department chairperson and the dean's office as to the individuals outside of the department who should be involved in the interviewing process.
- It is recommended that during the interview process, recommendation letters and official transcripts are requested from the top candidates. The early request of these documents will aid in moving the appointment process forward more quickly for the final candidate.

### Step 5: Job Offers

- Only the President may offer a faculty contract to full-time faculty members. He delegates this responsibility to the Provost. No one is "hired" as an MU faculty member until the Provost's Office has approved the appointment on behalf of the President. Accordingly, any negotiations with faculty candidates (including verbal offers) **must state clearly that the offer is contingent on both Dean and Provost approval and the issuance of a written contract.**
- The hiring department must work with the Dean's Office to ensure that the recommended offer matches the approved requisition and any discrepancies are resolved prior to the completion of the Recommendation for Appointment form.

### Step 6: Recommendation for Appointment

- The Appointment Dossier is forwarded from the hiring department office to the Dean's Office for approval.
  - Appointment paperwork for faculty positions includes:
    - Recommendation for Appointment form  
<http://www.marquette.edu/provost/documents/recommendation-appointment-faculty-2013.pdf>
    - Chair's Recommendation (if applicable; by separate memo or written on Form)
    - Dean's Recommendation (by separate memo or written on Form)
    - Official Transcripts (Official transcripts are required for all tenure-track or tenured faculty appointments. *Submit unofficial transcripts initially, if timing of contract is critical; follow up with official transcripts.* It is best if official transcripts are requested from the finalists during the interview process as outlined in step 4. Unofficial transcripts may be accepted for participating faculty.
    - Curriculum Vitae

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- 2 or 3 Letters of recommendation; (letters could be obtained from final candidates during interview process, as outlined in step 4); letters of recommendation can be submitted to the Provost as they are received.
- Paperwork for faculty courtesy appointments includes:
  - Recommend for Appointment Form
  - Dean's Recommendation (written on Form)
  - Curriculum Vitae
- The Dean's Office forwards the paperwork to the Vice Provost for Research/Dean of the Graduate School if there are any grant or research considerations for which OSP needs to be involved.
- OR, if no grant or research considerations, the Dean's Office forwards the paperwork to the Office of the Provost.

### Step 7: Contract Generation

- Once the appointment paperwork is received and approved, the Office of the Provost prepares contracts for full-time faculty and sends original to the Dean's Office.
  - For part-time faculty, the Dean's Office will prepare the contract.
  - Consult Provost's Office for specialty contracts (i.e., Wade Chair, AMUW Chair, other unit chair holders usually funded from grants or endowments).

### Step 8: Contract and Employment Paperwork Mailed

- Once the contracts have been signed by the Dean, the Dean's Office will prepare the faculty cover letter ("offer letter") and send it with the contract, Employee Data Form, parking pass, and self-addressed envelope to the candidate. (Some Colleges may elect to have the contract and accompanying paperwork sent to the candidate by the academic department chair, and to have the chair review the contract and offer letter with the candidate. Check with your Dean's Office on the appropriate process for your college.) **Do not delay in sending out faculty contracts.** The receipt of the signed contract by HR initiates the ID, email, D2L, etc. process for the faculty member and is critical to getting the faculty member in the system.
- The new faculty member should return the signed contract and employee data form in the self-addressed envelope to Human Resources. (The contract needs to be sent to HR and not the hiring department for confidentiality purposes of the Employee Data Form.)

### Step 9: Confirmation of Offer completed in MyJob

- Once the contract has been generated, the budget director (or designated individual from the dean's office) should complete the online Confirmation of Offer (CO) via MyJob. **Be sure to put in credit hours taught in the appropriate section for faculty.** This is necessary so that the Provost Office receives an automated copy of the CO. Also, make sure to include correct costing information. If position is grant funded, a grant account number must be entered to ensure ORSP received an automated copy of the CO.
- "Hours/Week" should be 37.5 for full-time faculty. For part-time faculty being compensated per credit hour, be sure to put in the number of credit hours taught in the faculty section and record 0 Hours/Week. For part-time faculty members being compensation for hours and NOT

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credits, complete Hours/Week with the number of hours worked PER WEEK and for the number of credit hours taught record 0.

#### **Step 10: Candidate Acknowledgement and Closing the Online Search**

- The hiring department must indicate a status for each candidate: Department determined not best match (lack of experience/lack of skills); Interviewed/Not Hired, or Recommend for Hire.
- Once the position is marked filled by HR, (triggered by the receipt of the confirmation of offer), an acknowledgement email goes out to ONLY the candidates marked "Department Determined Not Best Match." Candidates who were interviewed should be sent an acknowledgement letter or email from the department.

#### **Step 11: After the Contract:**

- Human Resources will match the electronic Confirmation of Offer (#9 above) with the Employee Data Form and will enter the new faculty member into MyJob. Once entered into the system an MUID number and email will be generated. The Department of Human Resources will return the original signed contract to the Dean's Office once new hire paperwork has been received and processed.
- When the MUID number is generated, the new faculty member will need to visit the Card Office in Union Station (AMU 158) with a Marquette University Employee Authorization Form, to get the MUID card. The Authorization Form is available from HR or from the Card office. (The Card Office cannot issue an MUID card if an MUID number has not yet been generated.) The new faculty member may also contact the HelpDesk ([helpdesk@marquette.edu](mailto:helpdesk@marquette.edu) or 288-7799) to gain access to the email account and complete the FERPA training ([http://www.marquette.edu/mucentral/registrar/policy\\_ferpa.shtml](http://www.marquette.edu/mucentral/registrar/policy_ferpa.shtml))
- When FERPA training is complete, the Department may request that the new faculty member be given access to D2L (<http://www.marquette.edu/mucentral/registrar/faculty/forms.shtml>)

#### **Questions?**

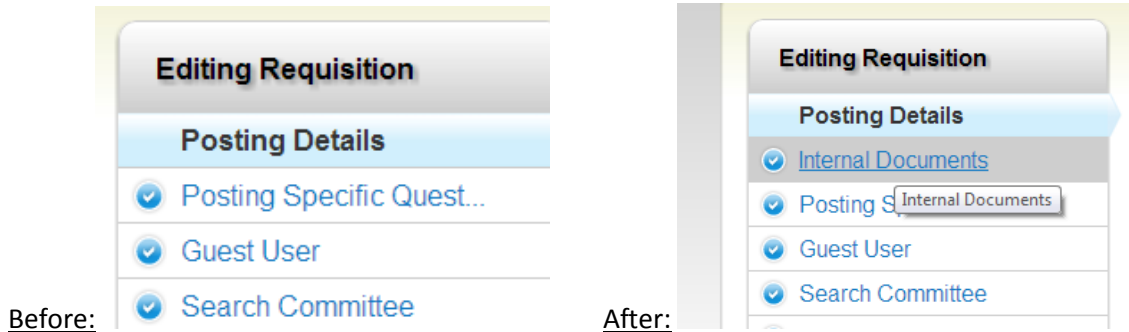
Questions regarding attachments of internal documents (i.e., position justification forms) can be directed to Chad Mork ([Chad.mork@marquette.edu](mailto:Chad.mork@marquette.edu))

Other questions: contact Ms. Phyllis McCullough ([Phyllis.McCullough@marquette.edu](mailto:Phyllis.McCullough@marquette.edu)) 288-0646 or Sally Doyle ([Sally.Doyle@marquette.edu](mailto:Sally.Doyle@marquette.edu)) 288-5153.

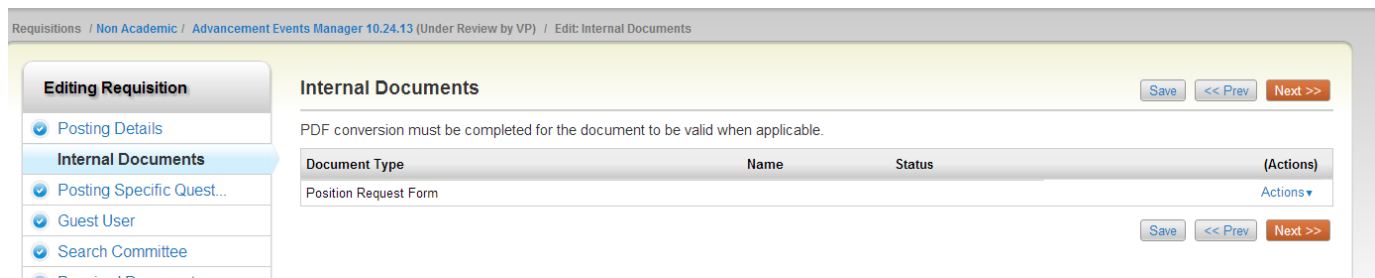
## APPENDIX A

### INTERNAL DOCUMENT PROCESS

If **you have** internal access you will now be able to see the 'Internal Document' Step in the editing requisition stage:



In this Internal Documents section will look like this:



#### The Actions and what they do:

Under Actions you'll get the options to choices to **"Upload New"**, **"Create New"**, or **"Choose from Existing"**:

- **Upload New:** Allows you to attach a document and add a description or note about the document
- **Create New:** Bring you to a Free Text form.
- **Choose From Existing:** Allows the user to see previous uploaded documents. This acts like a 'cloud' that is specific to each individual employee, not user group.

If there is a document already attached under action you should be able to see **"show"** or **"Unassign"**:

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PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Position Request Form	Position Request Form 10-24-13 10:23:25	PDF complete	<a href="#">Actions</a> <div> <a href="#">Show</a> <a href="#">Unassign</a> </div>

- **Show:** Will show you the details about the document, who attached it, when it was attached and the description. It also give you the link to see the document.

**Name:** [Position Request Form 09-30-13 11:31:38](#)

**Extension:** pdf

**Description:** this is where you can type in a description

**Attached To:** [Requisition "Academic Records Specialist 9.30.13 internal doc"](#)

**Size:** 374 KB

**Created Date:** Monday September 30, 2013 11:32:16 AM

**Uploaded By:** Chad Mork

- **Unassign:** This will remove the document and allow the user to upload a new document

### Can the Internal Document be viewed anywhere else?

On the bottom of the Summary page will show the link (if attached), the description and an edit button to go to the internal document workflow.

Internal Documents
[Edit](#)

1. [Position Request Form](#) (PDF | 374 KB)  
this is where you can type in a description

Posting Specific Questions
[Edit](#)

Required fields are indicated with an asterisk (\*).

Guest User
[Edit](#)

Guest User Credentials

- Username: gu5253
- Password: 6b4151

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### If you don't have user group access:

The groups without access won't even know this document exist in our employment site.

Requisitions / Academic / Academic Records Specialist 9.30.13 internal doc (Posted) / Edit: Posting Details

**Editing Requisition**

**Posting Details**

☒ Posting Specific Quest...  
☒ Guest User  
☒ Search Committee  
☒ Evaluative Questions  
☒ Required Documents  
☐ Summary

**Posting Details** Save

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, move your mouse over the orange Action button for a list of possible approval step options.

**\* Required Information**

**Position Information**

<b>Posting Number</b>	201100105
<b>Template Title</b>	Academic Records Specialist Approved Title/Rank
	Academic Records Specialist 9.30.13 internal doc

Nothing in the bottom of the summary page as well:

**Quicklink for Posting** <http://marquette-sb.peopleadmin.com/postings/1893>

☒ Posting Specific Questions

Required fields are indicated with an asterisk (\*).

☒ Guest User

Guest User Credentials

- Username: gu5253
- Password: 6b4151

Email Addresses of Guest User Recipients

None Entered.

☒ Search Committee

No Search Committee Members have been assigned to this Requisition yet.

☒ Evaluative Questions

☒ Required Documents

Required Documents

None

Optional Documents

- Resume
- Curriculum Vitae