

1. Creating New Positions

For new administrative lines, please contact Human Resources about completing the Job Evaluation Request Form or the Position Evaluation Questionnaire. New full-time faculty positions, temporary administrator and support staff positions do not need these forms.

2. Direct Deposit

As of July 1, 2008, all new hires will be signed up for direct deposit with the no print option unless they sign a form opting out.

3. Faculty Appointments

A. Recruiting

All full-time positions and part-time regular non-faculty positions will be posted before an individual is hired to fill that open position. Part-time regular and temporary faculty positions and part-time temporary non-faculty positions do not require a posting.

Requisitions and Applications completed online

To post an open position, use the careers@marquette.edu/hr site to submit an online requisition (formerly referred to as ATR). All candidates for open positions will apply using the careers@marquette.edu web page. Administrators and Support Staff applicants will use the standard online application for employment. Faculty candidates will complete the Faculty Profile. For information and instructions on the Careers@MU site, refer to the FAQ document at:

<http://www.marquette.edu/hr/empres/HRHiringManagerFAQS.shtml>

and contact Human Resources with any additional questions.

There are occasions that applicants directly send their resume to the hiring department. It is recommended that candidates who were referred internally to formally submit their application using careers@marquette.edu for proper processing.

Applications managed online

The hiring department will screen candidates using the information obtained during the online application process, including attached resumes, cover letters or other required documents. The hiring department will manage the applicants by indicating a status for each candidate, such as not hired, interviewed/not hired, did not meet minimum qualifications, or recommended for hire.

Acknowledgement letters and Applicant Tracking Post Cards

Acknowledgement letters and Applicant Tracking Post Cards will no longer be necessary. Affirmative action information will be collected through the online application process. Each applicant will receive a confirmation number at the completion of the application process with a confirmation message which can be customized to each search by the hiring department.

Affirmative Action Forms

Affirmative Action Forms are no longer required. HR will send a final copy of the affirmative action information to the department once a candidate has been recommended for hire.

B. Job Offers

Departments verbally communicate the recommended offer to the selected candidate but should note that the official contract is only forthcoming after appointment paperwork is approved by the Office of the Provost. Completed paperwork is routed from the hiring department office to the Dean's/Director's office for processing. The Dean's/Director's office forwards the paperwork to the Office of Research and Sponsored Programs (ORSP) if grant funded prior to sending it to the Office of the Provost. Otherwise, all other paperwork is forwarded to Ms. Phyllis McCullough in the Office of the Provost.

1. Appointment paperwork for permanent full-time faculty positions includes:

Faculty Appointment Form

Three letters of recommendation

Chair's Recommendation (if applicable; either by separate memo or written on Faculty Appt. Form.)

Dean's Recommendation (by separate memo or written on Faculty Appointment Form)

Official Transcripts

Curriculum Vitae

2. Appointment paperwork for temporary full-time faculty positions includes:

Faculty Appointment Form (indicate courses being taught if applicable)

Two letters of recommendations (one recommendation may be from the Chair or Asst./Assoc. Dean)

Official Transcripts

Curriculum Vitae

3. Appointment paperwork for new part-time faculty (applies to summer session as well) includes:

Faculty Appointment Form (indicate courses being taught if applicable)

Two letters of recommendations (one recommendation may be from the Chair or Asst./Assoc. Dean)

Official Transcripts

Curriculum Vitae

4. Paperwork for faculty courtesy appointments includes:

Faculty Appointment Form (indicate courses being taught if applicable.)

Recommendation of Dean written on the Faculty Appointment Form.

Curriculum Vitae

5. Paperwork for faculty on a specially designated to one term for one year (i.e. Wade Chair, AMUW Chair, other unit chairholders usually funded from grants or endowments. Faculty contracts are not usually provided to this category. Normally there is a separate agreement for chairholder.)

Faculty Appointment Form (indicate specially designated position)

Salary Authorization

Note: Official transcripts and letters of recommendation can be submitted as they are received.

C. Contract Generation

Once the appointment paperwork is received and approved, the Office of the Provost prepares contracts for full-time faculty and sends two originals to the Dean's/Director's office for distribution to the department or candidate.

The following are returned to Ms. Phyllis McCullough in the Office of the Provost once contracts are fully signed and sent back to the Dean's/Director's office:

Completed Salary Authorization

Personal Data Sheet

Copy of signed contract

Federal I-9 Form or return completed form within 72 hours of the employment start date.

Direct Deposit Authorization

Notes: The Office of the Provost routes forms to the appropriate offices for approval.

The Dean or their designee can sign salary authorizations. Designees can sign all salary authorizations that have a Faculty Appointment Form signed by the Dean or an accompanying contract signed by the dean and faculty member.

4. Faculty Re-appointments

Part-time re-appointments: Originating Department sends memo with faculty name, rank, course(s) and proposed salary to the Dean's/Director's office. The Dean's/Director's office generates the contract, returns to the Department, and forwards the Salary Authorization to Ms. Phyllis McCullough in the Office of the Provost with a copy of the fully signed contract.

Full-time re-appointments: Department completes Faculty Appointment Form and forwards to the Dean's/Director's office for signature. The Dean's/Director's office forwards form to Ms. Phyllis McCullough in the Office of the Provost for contract generation. A salary authorization is forwarded to Ms. Phyllis McCullough in the Office of the Provost with a copy of the fully signed contract.

Note: If the last appointment was prior to three semesters, a new I-9 must be completed.

5. Administrator Appointments

A. Recruiting: (Follow instructions in 3.A.)

B. Job Offers

Departments verbally communicate the approved offer to the candidate. Completed paperwork is routed from the department office to the Dean's/Director's office for processing. The Dean's/Director's Office forwards the paperwork to Ms. Phyllis McCullough in the Office of the Provost.

1. Appointment paperwork for permanent full-time administrative positions includes:

Administrator Appointment Form
Completed Salary Authorization
Three letters of recommendation
Official Transcripts

2. Appointment paperwork for temporary full-time and part-time administrative positions includes:

Administrator Appointment Form
Completed Salary Authorization
Two recommendations (One letter of recommendation may come from Dean/Director and one recommendation may be a detailed memo reiterating a telephone reference check by Dean/Director)
Official Transcripts

Notes: Official transcripts and letters of recommendation can be submitted as they are received.

3. Appointment paperwork for specially designated activities for less than 3 months (i.e. EOP, FFP summer advisors)

Administrator Appointment Form
Completed Salary Authorization

Personal Data Sheet, I-9, Direct Deposit and W-4 are completed in Human Resources on first day of employment. The Dean or their designee can sign salary authorizations. Designees can sign all salary authorizations that have an accompanying employment letter signed by the dean.

Once the paperwork is received and approved, the Office of the Provost returns the paperwork to the Dean's/Director's office where the employment letter is prepared and sent to the department or candidate.

6. Titles

Participating faculty without terminal degrees will be hired at the rank of instructor or lecturer. Participating faculty with a terminal degree will be hired at a rank of adjunct/clinical assistant professor. There is a formal process to promote a participating faculty member to the ranks of adjunct/clinical associate professor and adjunct/clinical professor. Email notification of any title change to Suzanne Abler, Assistant Provost for Division Operations for verification before submitting a change on a salary authorization for participating faculty.

7. Graduate Students

Completed paperwork is routed from the department office to the Dean's/Director's office for processing. The Dean's/Director's office forwards the paperwork to Ms. Phyllis McCullough in the Office of the Provost. Mr. Thomas Marek in the Graduate School will send the Business Managers a complete list of students with graduate assistantships prior to the August payroll deadline. The Graduate School is responsible for keeping I-9's for graduate students with assistantships. On the other hand, each unit is responsible for keeping I-9's for their respective student employees that are not Graduate School-funded.

A. Appointment paperwork to Phyllis McCullough in Provost Office for new graduate students includes:
Completed Salary Authorization
Personal Data Sheet

Paperwork sent to Payroll:
W-4
Direct Deposit Authorization

I-9 (Must be completed within 72 hours of employment start date. Completed form is either sent to the Graduate School or kept with hiring unit if graduate student is not on an assistantship.)

B. Appointment paperwork for returning graduate students includes:
Completed Salary Authorization

8. Internal Non-Faculty Promotions

Completed paperwork is routed from the department office to the Dean's/Director's office for processing. The Dean's/Director's Office forwards the paperwork to Ms. McCullough in the Office of the Provost.

Appointment paperwork for non-faculty promotions includes:

Internal Transfer/Promotion Form
Completed Salary Authorization

9. Support Staff

Follow Human Resource guidelines on hiring support staff.

10. Forms

A. Faculty Appointment Forms, Administrator Appointment Forms, and the Curriculum Vitae Form are located at <http://www.marquette.edu/provost/forms/index.shtml>.

B. Salary Authorizations; New Hire Packets which includes I-9, Personal Data Form, Direct Deposit Authorization and W-4 Forms; and Termination Forms are multi-page forms that can be requested from

Human Resources at extension 8-7305. New Hire forms are also available at:
<http://www.marquette.edu/hr/empres/forms.shtml>

C. Internal Transfer/Promotion Forms, Position Evaluation Questionnaire and Job Description Templates are located at www.marquette.edu/hr/recruitment.html.

D. Online recruiting system is located at careers.marquette.edu/hr. FAQ for Careers@MU is located at: <http://www.marquette.edu/hr/empres/HRHiringManagerFAQS.shtml> Contact Human Resources with questions.

Note: As directed by the external auditors, all completed I-9 forms must be securely filed in one folder. Moreover, photocopies of ID's, such as Social Security Card, Driver's License, etc. should NOT be kept. Data provided in the I-9 form is sufficient.

11. Benefit Codes for Part-time Faculty

A. Benefit Code: PR: Part-time regular

Faculty members who are defined as Part Time Faculty and *instruct a minimum of six credit hours per semester*, or School of Dentistry Faculty that work 1,000 hours or more per year, and *have at least a full academic year contract* are eligible for the following benefits:

- Health Insurance (member pays full premium)
- Life Insurance (member pays full premium)
- Flexible Spending Account
- Tuition Remission for self (up to seven credits per semester).
- Employee Assistance Program (EAP).
- Marquette Identification Card and an E-mail account
- TIAA-CREF Supplemental (Individual may contribute own dollars (without University match) first of month following hire date.
- TIAA-CREF Retirement Annuity; Receives Marquette matching 8% after two consecutive years of employment if individual contributes 5% of salary. (Annual workload must equate to a minimum of 1000 hours per year [one credit hour = three hours and 31 weeks = 1 year] and 21 years of age.)

B: Benefit Code: NR: Part-time Regular with No Benefits

Part Time Faculty members who *instruct LESS than six credit hours per semester*, or School of Dentistry Faculty that work less than 1,000 hours, and *have at least a full academic year contract* are eligible for the following benefits:

- TIAA-CREF Supplemental (Individual may contribute own dollars (without University match) first of month following hire date.
- Tuition Remission for self (must instruct a minimum of three credit hours per semester. Entitlement is limited to the number of credit hours faculty member is instructing that semester.)
- Employee Assistance Program (EAP).

- Marquette Identification Card and an E-mail account.

C. Benefit Code PT: Part-time Temporary

Part time faculty who have less than a full academic year contract.

12. What if an employee does not have a social security number?

Ideally, all new employees must have a validly issued social security number and have provided that number to Student Employment or Human Resources at or before the time of hire.

In the event a new employee does not have a validly issued social security number, he/she must provide to Student Employment or Human Resources **no later than 72 hours after hire** (similar to I-9 documentation) an official “receipt” that proper application has been made. If such receipt is not provided within this 72-hour period, the employee will **not** be allowed to continue working until such time that it is satisfactorily provided.

If, after a reasonable period of time (no later than 6-8 weeks), a hired employee who had produced a valid receipt of social security application at time of hire still has not received or produced a valid social security number, he/she **may** be suspended from employment until the situation is addressed. If this occurs both Student Employment or Human Resources and General Counsel must be consulted to determine the appropriate course of action.

13. Contact ITS for the following:

- Any system, software, equipment, etc. that requires access or connection to the Marquette network
- Hosting of Marquette data on any other network other than Marquette
- Development of, use of, or access to any software application (web-based or otherwise) that requires a contract
- Any system that requires the use of a Marquette username/password or Marquette IP/DNS addressing information

14. Nine Month Contracts and Ten Month Pay

Originally we had a 10 month contract, for grant purposes we switched to 9 month contract but did not take away a month of pay so faculty have 9 month contract based on 10 month pay. Thus they only get 2 months of additional pay in summer.

15. Summer Naturals

For teaching and research during the summer, outside of contract dates, for full-time faculty use natural 6005 so faculty will get TIAA CREF. Write Teaching or Research in the Other-Describe field in Additional Pay section. For administrative duties during this time period use 6010, this does not get TIAA CREF.

16. Questions

Contact Suzanne Abler, Assistant Provost for Division Operations, at extension 8-1563 or by email (suzanne.abler@marquette.edu) with questions.