New Faculty Requisition and Appointment Guidelines

Faculty Addendum to the New Hire Process September 2025

Requisitions and Applications Completed Online.

All full-time and part-time faculty positions (including those that are temporary) must be posted before an individual can be recruited to fill a position. **These include positions that are currently occupied by part-time or temporary faculty who wish to move to permanent or full-time positions.**

Step 1: Online Hiring Requisition

To post a position, Initiator uses the Employment website (http://employment.marquette.edu/hr) to submit an online requisition.

The following information **is required** on the job requisition for all positions:

- Template Title: Automatically fills in.
- Position Title: Fill in.
- State(s): Fill in which state the employee will be working. Note that additional review will be required if the work location is outside Wisconsin.
- Effective Date of Appointment: Fill in.
- New Position or Replacement: Choose from drop down menu.
- Replacement for: Add the name(s) of the individual(s) being replaced (up to three).
- Position Code: If replacement, fill in the position code being replaced (the Business Director will have this information). If a new position, list that it is a new line.

Template Title	Academic Advisor *Approved Title/Rank*
Position Title	Assistant Director for Student Success
State	Wisconsin
Effective Date of Appointment	MM/DD/YYYY
New Position or Replacement (drop down)	New or Replacement
Replacement for (list up to three names)	Susie Smith
Position Code 1 (up to three)	Staff.Provost.Asst Director.01

Salary Information Section

- Funding Source: Choose from drop down menu.
- Annual Basis: Check one box, either 9, 10, 11, or 12 months.
- Requested Annual Salary or Requested Hourly Rate: Fill in amount.
- Source of Salary Funds: Identify the source(s) of salary funds, using the full 16-digit fund code, which includes the fund, RC, restriction, natural and line value (or the amount requested for posting if less than the value of the line.) If requesting more than line value, please indicate source of additional funding. Incorrect or incomplete data may delay posting approvals.

Salary Information

Funding Source (drop down)	Permanent Budget
Annual Basis (check one box)	Either 9, 10, 11 or 12 (# of months)
Requested Annual Salary ($)	50,000
OR	
Requested Hourly Salary	15.00/hour
Source(s) of Salary Funds	01-09800-00000-6000
(Fund, RC, Restriction, Natural, and	Line value is $60,000
Line Value added in this section	
for <u>each</u> account number used.)	

Please check that all the required fields on the job requisition are completed before submitting, as missing information will delay the approval process.

- Send the electronic job requisition to the Dean/director for approval.
  - o Note: Job offers to faculty candidates will be based on the information listed in the original requisition to recruit/job posting. Start-up costs, including remodeling needs, and/or any other consideration that might be negotiated with a faculty candidate must be anticipated and negotiated with the Office of the Provost prior to posting the job if funding from the provost is expected. Contact Sally Doyle (sally.doyle@marquette.edu) with questions.

    Any variation in the 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*.
  - o Titles: Faculty titles are governed by the Faculty Handbook. Consult the faculty handbook for the title that is appropriate to the position.
- The Dean/director sends the electronic requisition to Provost for approval.
- 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 Marquette employment site, refer to http://www.marquette.edu/hr/hiring.shtml or contact Human Resources with any additional questions.

Step 2: Applications Managed Online
- The hiring department will screen candidates using the information obtained during the online application process, including Curriculum Vitae, Cover Letters, Unofficial Transcripts (if desired) and other required documents, as well as through interviews.

Step 3: 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 the department who should be involved in the interviewing process.
- It is suggested that during the interview process, recommendation letters and official transcripts be requested from the top candidates. Requesting these documents early will aid in moving the appointment process forward more quickly for the final candidate.

Step 4: Job Offers

- Only the President may offer a faculty contract to faculty members. The President delegates this responsibility to the Provost. No one is "hired" as a Marquette University 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 (below). Candidates must be hired at the rank of posting. **Any** variance in rank will require a new posting. (For example, if posting was for an assistant professor and department wishes to hire at the rank of associate professor without tenure, a new posting is required.)

Step 5: Offer Letter

- The Dean's Office will prepare the faculty offer letter for full-time appointments and email it to the faculty member before the contract is sent via DocuSign. An offer letter is not needed for part-time offers.

Step 6: Recommendation for Appointment

A Recommendation for Appointment precedes the work of writing a contract and serves to credential the candidate, ensures sufficient fiscal resources, and verifies that the department (if applicable), college, and Office of the Provost agree to the terms that will be written in the contract. The required paperwork varies by the type of appointment (e.g., tenure-track faculty, full-time faculty, part-time faculty, and courtesy). The workflow for submitting the paperwork and acquiring signatures is completed via DocuSign. All Recommendations for Appointment are automatically sent to the Office of Faculty Affairs for approval. Once approved, a contract can be written.

DocuSign Access
First time users must log into DocuSign to create an account and are automatically given "DocuSign Viewer" permission levels. A higher permission level is required to create a Recommendation for Appointment or use a shared template, however. Contact the Business Director in your college or school to request "Department User" access and relay justification. Once approved, ITS TechSquad will grant permission.

- o www.docusign.com
- o [Video tutorial](#) for submitting a Recommendation for Appointment.

Creating a Recommendation for Appointment

- o A recommendation for reappointment is required if there is a gap in service of more than 3 semesters.
- o Appointment paperwork required for faculty positions include:
  - Dean's Offer Letter (for full-time appointments, including post-docs)
  - Curriculum Vitae
  - Official Transcripts for **all** degrees are required for tenure-track and tenured faculty. *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 3. For rehires, only required if the faculty credentials have changed.

- Unofficial Transcripts for **all** degrees are required for participating/part-time faculty. For rehires, only if the faculty credentials have changed.

- 3 letters of recommendation are required for **all** full-time faculty, including post-doc hires. For rehires, only if three years or more from previous hire.

- 2 letters of recommendation are required for part-time faculty. For rehires, only if three years or more from previous hire.

  - Paperwork required for **faculty courtesy appointments** include:
    - Curriculum Vitae (if new hire or more than 3 semesters)
  - Paperwork required for **MU current staff members** to teach one or more classes include:
    - Curriculum Vitae or Resume (if new hire or more than three semesters)
    - Unofficial Transcripts for **all** degrees are required. For rehires, only if the faculty credentials have changed.

- For questions, or to send additional documents, please contact Jobey Clarke, jobey.clarke@marquette.edu, in the Office of Faculty Affairs.

Step 7: Contract Generation

- Once the appointment paperwork is received and approved by the Office of Faculty Affairs, the business director or their designated representative will receive a completed copy through DocuSign. A contract will then be generated through DocuSign by the Dean's Office or their designated representative. As soon as the contract is signed by the faculty member, a copy is automatically sent to the original sender and the Office of Faculty Affairs.
  - Only faculty members may be paid. Per IRS rules, no companies may be paid.

- Faculty contract start and end dates:
  - Fall Start Date – While the exact dates will change depending on the year, contracts for both returning faculty and new part-time faculty typically begin one week before the start of classes. Contracts for new full-time faculty in the fall begin two weeks before classes to enable these faculty members to participate in New Faculty Orientation.
  - Spring Start Date – All faculty contracts begin one week before the start of classes.
  - Fall and Spring End Dates – Contract end dates correspond with the date grades are due which can be found on the Academic Calendar located on the Office of the Registrar's website.

Step 8: Confirmation of Offer Completed in MyJob

- Immediately **after** the contract is sent to the new faculty member in DocuSign, the budget director or designated representative must complete the online Confirmation of Offer (CO) via MyJob. The completion of the CO prompts Human Resources to send the Faculty Data Form and initiate the process for their ID, email, D2L access, etc. This step is critical to ensure a new faculty member is added to the system.

- **Specify credit hours taught in the appropriate section.** This is necessary so that the Provost's Office receives an automated copy of the CO. Also, make sure to include correct costing information. If the position is grant funded, a grant account number must be entered to ensure ORSP receives 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 compensated for hours and NOT credits, complete Hours/Week with the number of hours worked PER WEEK, and for the number of credit hours taught, record 0.

Step 9: 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 Human Resources, (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 10: Final Steps

- When the MUID number is generated, the new faculty member will visit the Card Office in Union Station (AMU 158) with a Government Issued Photo ID, to pick up their MUID card. The Card Office cannot issue a MUID card if a MUID number has not yet been generated by HR.

- The new faculty member must contact the HelpDesk (helpdesk@marquette.edu or 288-7799) to gain access to their email account.

- After email is set up, FERPA training must be completed. (http://www.marquette.edu/mucentral/registrar/policy_ferpa.shtml)

- When FERPA training is complete, the department designee should request D2L access for the new faculty member. (http://www.marquette.edu/mucentral/registrar/faculty/forms.shtml)

- Human Resources will contact new full-time faculty members to participate in the mandatory new hire orientation.

Questions?

Contact: Jobey Clarke (jobey.clark@marquette.edu) 288-2144 in the Office of Faculty Affairs.