Faculty Hiring Process

- A vacant position becomes available. The Notice of Separation is completed by department and sent to HR.
- The Recruitment Request is completed by the hiring department and approved by Department Head, Dean and Provost. The Provost’s Office will forward the approved Recruitment Request Form to the Budget Office. The Budget Office will review and record the available funding. The EEO Officer will input the Job Code as well as the Affirmative Action goal (AA Goal field) for the position.
- The HR employment team will review the Recruitment Request and then schedule a meeting with the Chair / Selection Committee to coordinate and discuss the hiring process.
  - This meeting will include:
    - Review the job posting created by the chair/department
    - Reviewing the minimum qualifications and assessing the salary to ensure equitability and competitiveness
    - Coordinating the length of posting. (*Must post for a minimum of 10 days).
    - Coordinating the method of advertising (*Paid advertisements outside of NeoGov must be approved by the Provost Office)
    - The EEO Manager will explain the matrix/ranking form as well as the importance of having a diverse pool and selection committee.

**If the workforce for that position is deemed “underutilized” by the SC Human Affairs Commission then the EEO Officer/HR Representative will be part of the selection committee.**

- HR Receives applications and screens for minimum qualifications; all qualified applications are sent to the Chair / Selection Committee.
- Once position closes the Chair / Selection Committee completes and emails the matrix/ranking form to the EEO Officer.
- Chair / Selection Committee meets with the Provost to discuss applicant pool (*if applicable*).
- Chair / Selection Committee asks the top three candidates to come to campus for interviews. Prior to final arrangements being made, departments must follow Interview Expense Policy. Once expenses are approved by the Provost, copies of the approved interview expense form will be sent to department so final arrangements can be made.
- During the candidate’s visit to campus, the Chair / Selection Committee should have the applicant fill out background check authorization included in Recruitment Packet so that the check can be performed in a timely fashion. The background check form for the chosen candidate should be sent to HR to process.
- Chair / Selection Committee will complete the Interviewing Form (also included in Recruitment Packet) and forward to HR.
• The dean discusses the choice and salary with the Provost. Once the Provost has agreed to the offer, the dean will forward the offer letter to the Provost’s Accountant for further review and for the Provost’s signature. After background check is processed, the Provost’s Accountant will mail the letter out once signed.

• The department enters a Request to Fill (RTF) through the Lesesne Gateway/Employee tab. Department Head, Provost, Finance, and HR review and approve top candidate information in RTF system.