



HIRING A NEW FACULTY POSITION PROCESS WORKFLOW

This process is used when a department is requesting to hire a new faculty position that is not currently budgeted

1. Get your position APPROVED to Fill

Department Chair requests to initiate the search and sends request to Dean of College.



Provost approves or denies request. If approved, move to step 2.

2. Get your position POSTED for applications through the Human Resources Office

Contact budget at Budget@msubillings.edu to request a new positon number. Department Chair or Admin submits a Recruitment Authorization Form (RAF) along with required documents listed on the RAF form via Docusign. Human Resources receives the approved RAF and documents and posts the position to People Admin. Search Committe Chair and requestor are notified the position has been drafted and requires approval.

Once the meeting is complete, all Search Committee members will sign the Search Committee Agreement on the intranet.



The search committee will meet with HR to review the interviewing and recruitment process.



Once Human Resources receives approval, the position will be posted on the websites requested.

HR Intranet link: <u>Human Resources Intranet</u>

Recruitment Authorization Form: Located on the <u>Human Resources Intranet Page</u> Search Committee Agreement: Located on the <u>Human Resources Intranet Page</u> Position Description Located on the Human Resources Intranet Page

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 intervews.



Curriculum Vitae (CV) are submitted to the Dean of College for review.



Dean of College sends request to the Provost for approval. Once approved, names are sent to HR for background checks*.

The department votes on the finalist recommendation and if the majority support the recommendation, the Dean forwards the recommendation to the Provost.



Final candidates are invited to MSUB for in-person interviews. Reference checks should be completed before the campus visits.

- *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

The final candidate is selected, and the Dean of the College completes the Determination of Base Years with final candidate. Submit for signatures via Docusign.

The Dean of the hiring College completes the Docusign Faculty Appointment Form.

A copy of the Faculty Appointment form will be received by Provost Executive Assistant, Budget Office and Payroll.

Determination of Base Years form (University only): Located on the Provost Forms Page

4. Final Hiring Procedures

The Provost Office sends the First Year Contrac/ 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.

Faculty Appointment DocuSign links: Located on the Faculty Forms Page

5. Preparing your New Hire

Prior to the first day of employment, HR will connect with candidate to compete 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.

Payroll receives fully approved EPAF and makes a timesheet available. Timesheet instructions are located on the Payroll Intranet.



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.

Resource Links:

Help Desk Link
Payroll Intranet Link