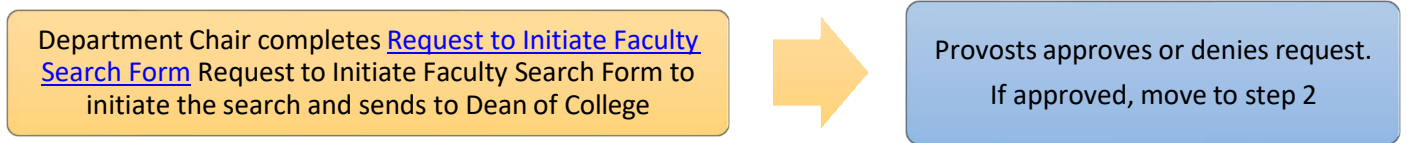


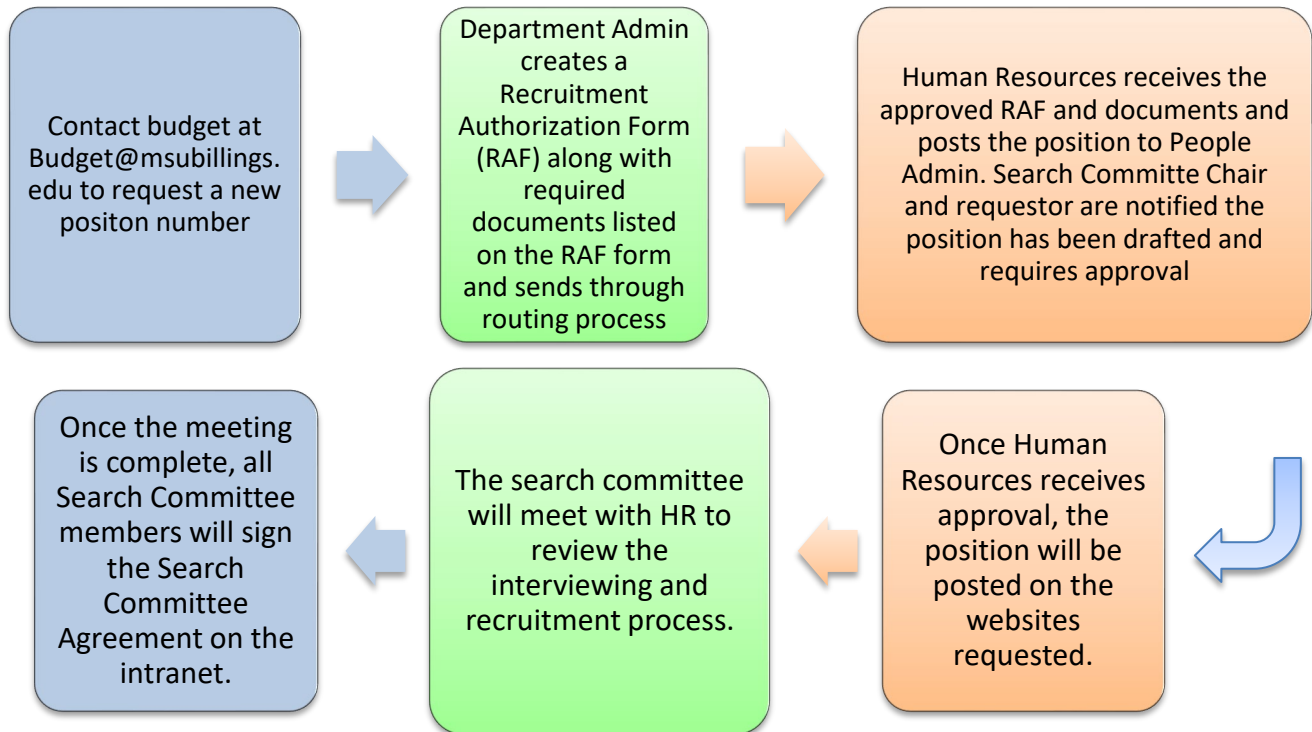
HIRING A NEW FACULTY POSITION PROCESS WORKFLOW

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



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



HR Intranet link: [Human Resources Intranet](#)

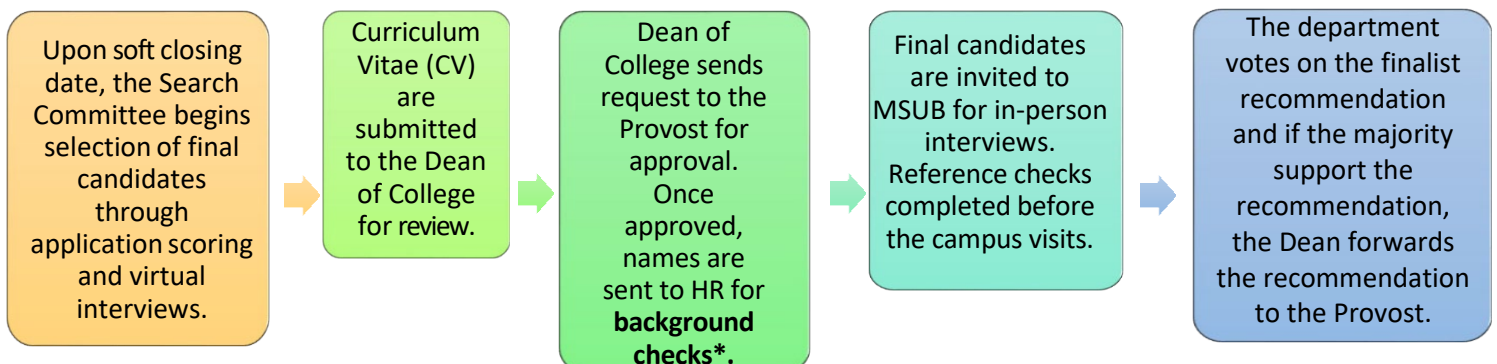
Recruitment Authorization Form: Located on the [Faculty Forms Page](#)

Search Committee Agreement: [Search Committee Agreement](#)

Position Description Template: In progress.....

For assistance with this step contact Human Resources at 657-2278 or by email at hr@msubillings.edu

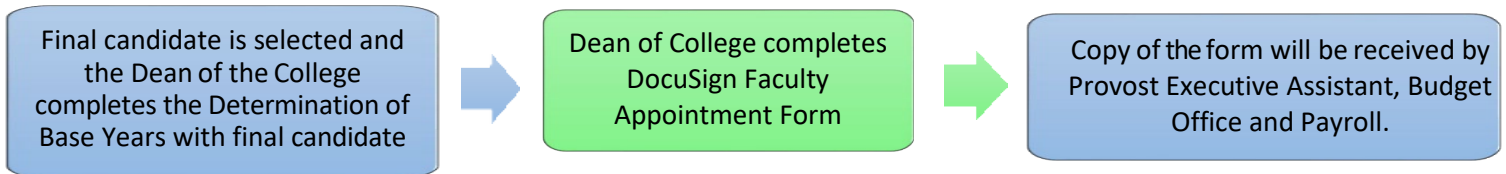
3. Select a Candidate you want to HIRE



*Background checks take 7 – 10 days and no offer can be extended until background check completion has been received from Human Resources

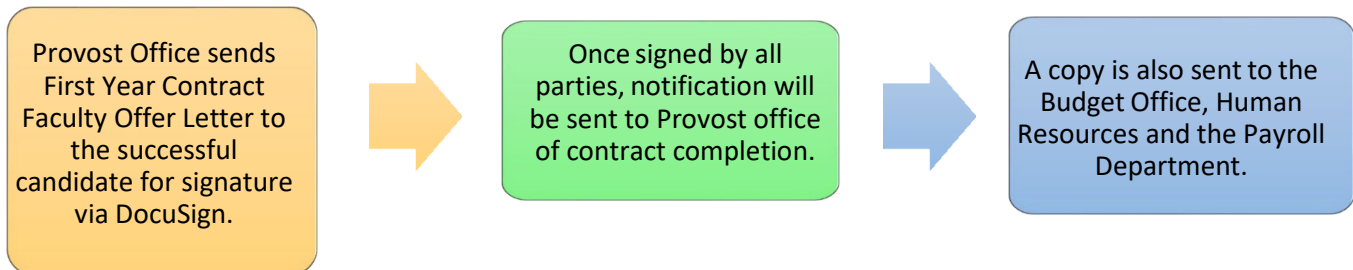
*Background checks must also be done before the final candidate can be brought to campus

Step 3 Select a Candidate you want to HIRE continued.....



Determination of Base Years form link: [University Campus Faculty Determination of Base Years](#)

4. Final Hiring Procedures

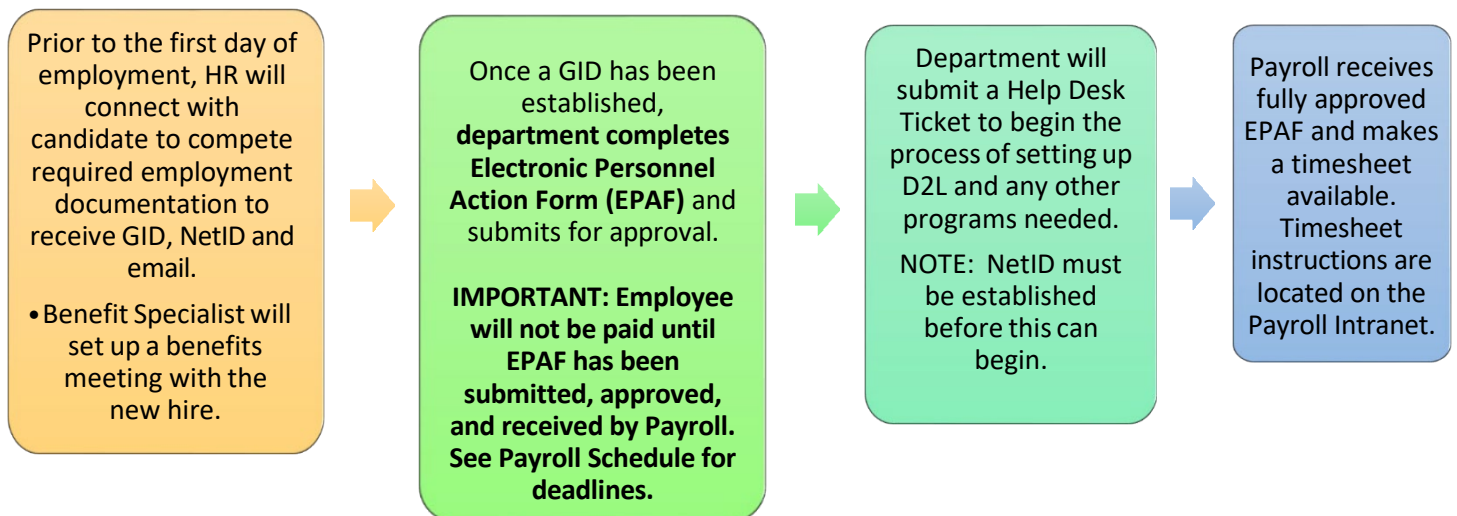


New Faculty Appointment DocuSign links:

University Link: [New Faculty Appointment Form - University Campus](#)

City College Link: [New Faculty Appointment Form - City College](#)

5. Preparing your New Hire



Resource Links:

[Help Desk Link](#)

[Payroll Intranet Link](#)