

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

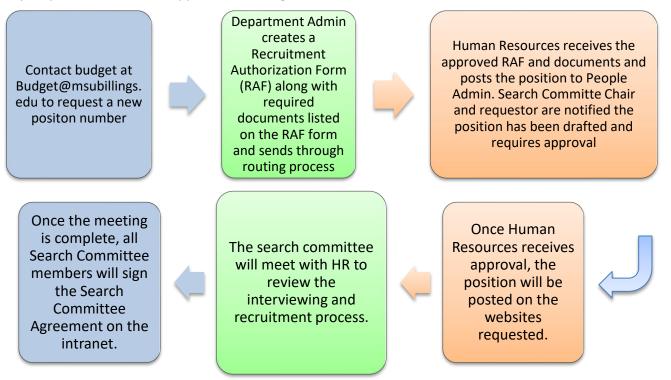
Department Chair completes Request to Initiate Faculty
Search Form Request to Initiate Faculty Search Form to
initiate the search and sends to Dean of College



Provosts approves or denies request.

If approved, move to step 2

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



HR Intranet link: Human Resources Intranet

Recruitment Authorization Form: Located on the <u>Faculty Forms Page</u> Search Committee Agreement: <u>Search Committee Agreement</u>

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

Upon soft closing date, the Search Committee begins selection of final candidates through application scoring and virtual interviews.

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*.

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

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

- *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......

Final candidate is selected and the Dean of the College completes the Determination of Base Years with final candidate



Dean of College completes
DocuSign Faculty
Appointment Form



Copy of the form will be received by Provost Executive Assistant, Budget Office and Payroll.

Determination of Base Years form link: University Campus Faculty Determination of Base Years

4. Final Hiring Procedures

Provost Office sends
First Year Contract
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.



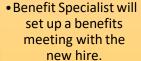
A copy is also sent to the Budget Office, Human Resources and the Payroll Department.

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

Prior to the first day of employment, HR will connect with candidate to compete required employment documentation to receive GID, NetID and email.





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.



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.

Department will



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

Resource Links:

Help Desk Link
Payroll Intranet Link