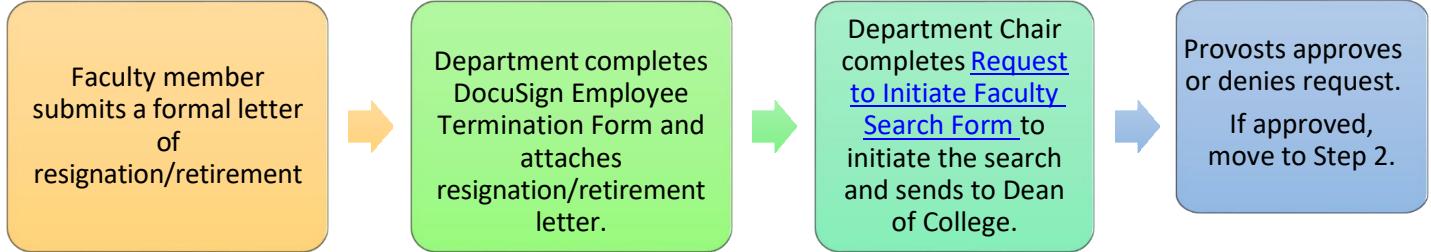# REHIRE VACANT FACULTY POSITION PROCESS WORKFLOW

NOTE: This process is used to hire a budgeted Faculty position that is currently vacant.
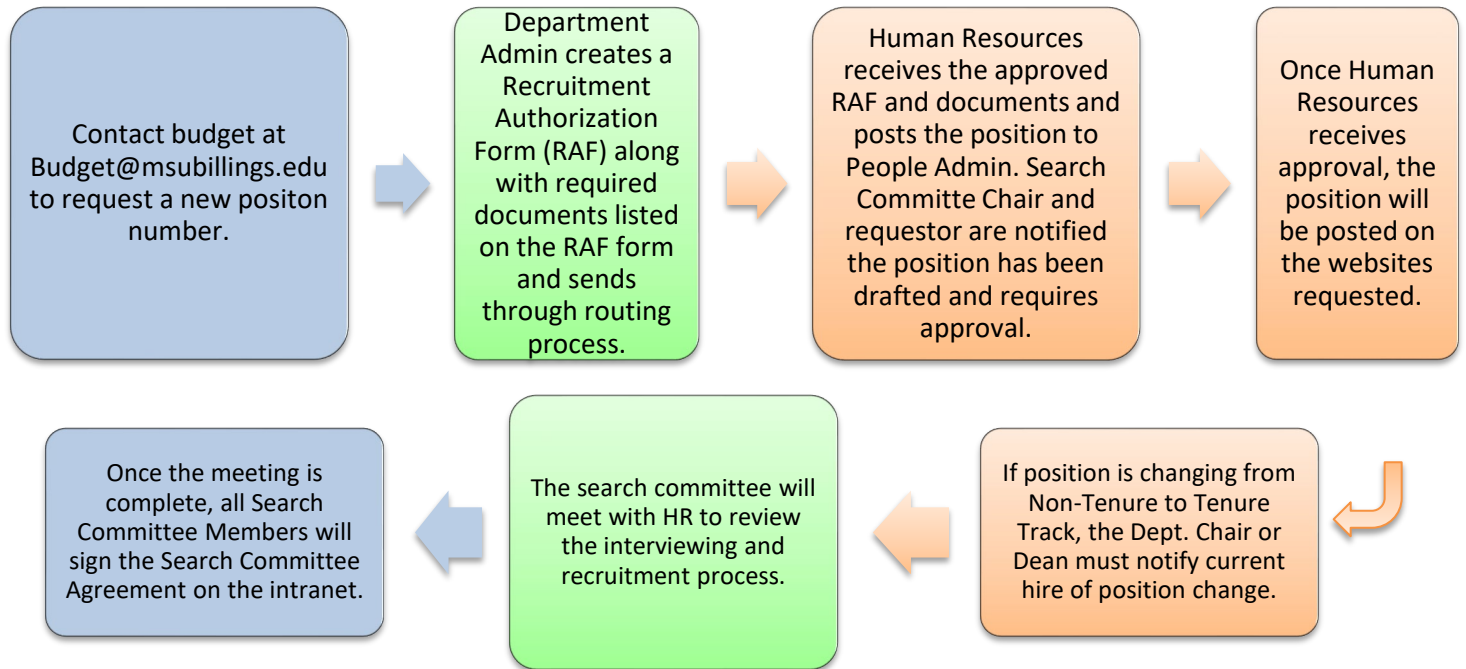
1. Get your position APPROVED to Fill

| Faculty member submits a formal letter of resignation/retirement | → | Department completes DocuSign Employee Termination Form and attaches resignation/retirement letter. | → | Department Chair completes 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. |

Employee Termination Form: Employee Termination Form from Payroll Intranet Page

Faculty Search Form: Request to Initiate Faculty Search Form

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 Admin creates a Recruitment Authorization Form (RAF) along with required documents listed on the RAF form and sends through routing process. | → | 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 Human Resources receives approval, the position will be posted on the websites requested. |

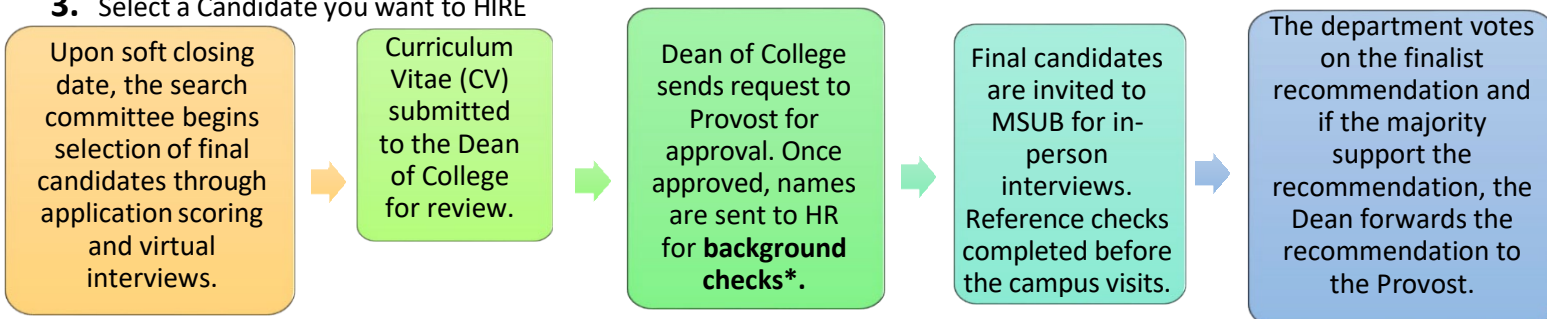| Once the meeting is complete, all Search Committee Members will sign the Search Committee Agreement on the intranet. | ← | The search committee will meet with HR to review the interviewing and recruitment process. | ← | If position is changing from Non-Tenure to Tenure Track, the Dept. Chair or Dean must notify current hire of position change. |

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…..

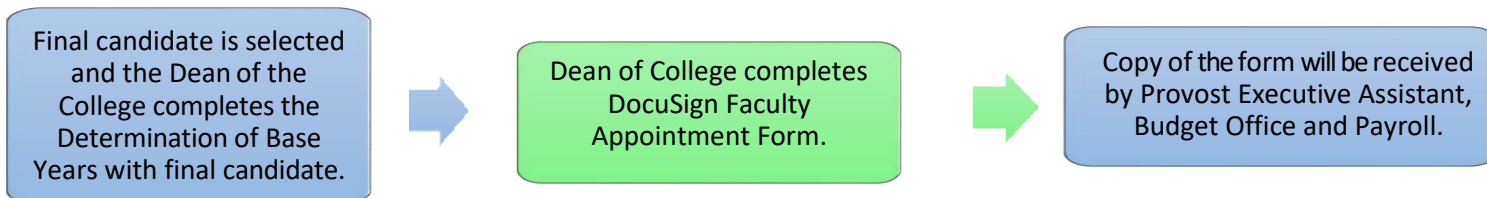**For assistance with this step contact Human Resources at 657-2278 or by email at hr@msubillings.edu**

3. Select a Candidate you want to HIRE

| Upon soft closing date, the search committee begins selection of final candidates through application scoring and virtual interviews. | → | Curriculum Vitae (CV) submitted to the Dean of College for review. | → | Dean of College sends request to 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

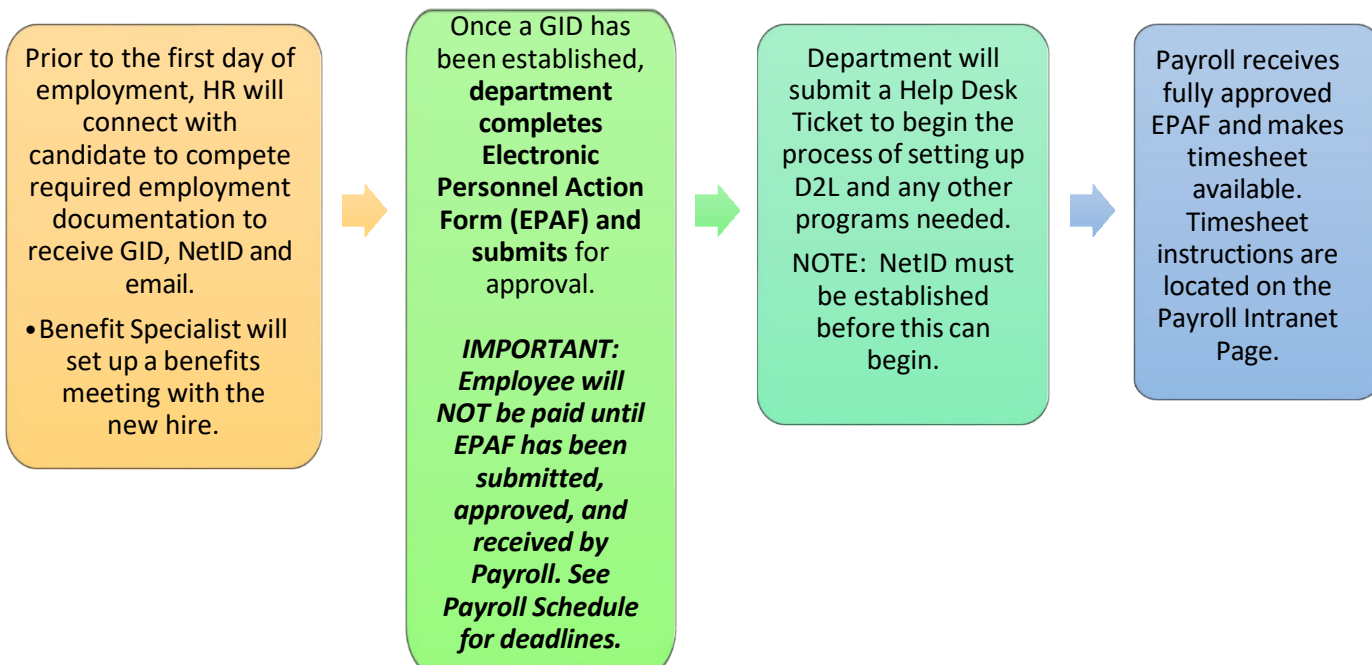|		
Provost Office sends First Year Contract Faculty Offer Letter to the successful candidate for signature via DocuSign.	Once signed by all parties, notification will be sent to Provost office of contract completion.	A copy is also sent to the Budget Office, Human Resources and the Payroll Department.

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

Resource Links:
Help Desk Link
Payroll Intranet Link