

Personnel Recruitment Process

General Important Guidelines

- **Solicitation of Internal Candidates** - Neither you nor your committee should contact an internal candidate for an adjunct or full time position without approval of the Provost. In most cases this means a discussion with the supervisor over that area. This will avoid creating an awkward situation among our small ETBU family. There may be reasons that even an internal prospective individual may not be a good fit for that position.
- **Solicitation of External Candidates** - Search committee members should not contact outside prospects without the committee consensus and a discussion with the Provost. This is especially true with faculty who may be serving at other institutions. The University presidents are a close group of individuals and we do not want to send the message we are poaching their faculty. This does not include individuals who apply without us initiating contact from ETBU.
- The person exiting or retiring may not participate in the interview, teaching demonstration, school/department meetings, or hiring process for their replacement.
- Finally, if an individual on the search team is a reference for a candidate, we need to discuss if the committee member should recuse themselves if there is a conflict of interest.

Initial Request/Approval/Advertising

- Dean/Chair/Director will complete “*Personnel Authorization Form*” (find under *Intranet Login/Forms/Human Resources*).
- For a staff position, attach to the form the accurate “*Position Guide*” (available from Financial Affairs office from the Coordinator of Accounting Services).
- For all positions (faculty and staff) attach a copy of the *Position Announcement* (see attached “Sample A”)
- Send all of the above to the Provost and Vice President of Academic Affairs for discussion and signature.
- Provost will request the Dean/Chair/Director to make any necessary changes to the *Position Announcement*.
- Dean/Chair/Director will make the requested changes and send back to Provost.
- Provost will give authorization by signing the “*Personnel Authorization Form*.”
- “*Personnel Authorization Form*” will go to President for final approval signature.
- Director of Academic Services will notify Dean/Chair/Director of approval.
- Director of Academic Services will post the position in Paycor Recruiting which lists it on the ETBU website.
- External Advertising: Dean/Chair/Director will need to submit to Provost and Director of Academic Services where they would like it posted (normally posted Higher Education, CCCU and any discipline specific website requests). Upon approval from Provost the Director of Academic Services will post on the approved sites. Charges for postings will be charged to the Academic Affairs budget.

Processing of Staff Position Listings

- Dean/Chair/Director will send list of those that need access to the applicants to Director of Academic Services and they will be given access as ‘Team Members’ on Paycor Recruiting. This would include Dean, Chair, and Administrative Secretary.
- Obtain all required candidate paperwork. This paperwork includes: 1) Completed Application, 2) Current Vita, 3) Philosophy of Teaching, 4) Written References with one being from their pastor or lay leader, 5) Credential Form, 6) References, 7) Official transcripts – NOTE: Dean is to request that all official transcripts to be mailed directly to Academic Affairs Office at ETBU or emailed directly to Academicaffairs@etbu.edu.
- Once you are ready to setup an interview meeting with Provost, please email the name of the applicant to the Director of Academic Services to schedule appointment with Provost.

Search Committee Formation (for full-time faculty positions)

- A formal Search Committee is appointed by the President and he will notify each individual committee member about their appointment.
- Dean will contact Committee for initial Meeting. Provost should be invited to this meeting.
- Dean will be responsible for coordinating and communicating all the committee’s meeting activities.
- Avoid discussions related to salary, benefits, or campus housing.
- Develop an Interview guide and use with all candidates. **Avoid asking questions about marital status, children, disability, pregnancy, age, or any other areas that would be deemed discriminatory.** We may ask questions related to faith and lifestyle.
- Use Paycor Recruiting to enter selection information and interview results.
- Committee will be responsible for the full selection process and obtaining all required candidate paperwork. This paperwork includes: 1) Completed Application, 2) Current Vita, 3) Philosophy of Teaching, 4) Written References with one being from their pastor or lay leader, 5) Official transcripts – NOTE: Dean is to request that all official transcripts to be mailed direct to Academic Affairs Office at ETBU or emailed direct to Academicaffairs@etbu.edu.
- Search committee to review candidate’s research, presentations, LinkedIn, Facebook, Instagram and/or other social media accounts for questionable content.
- A minimum of 3 references should be **checked**.
- Dean/Chair/Director **before** interview should document both personal and work references using the “Reference Check Form,” and turn these in to Director of Academic Affairs. One of the work references must be current or former supervisor. (They can be uploaded to the Paycor file for the candidate.)
- Confirm employment and rehire status with company HR department for **last** job.

Communication Responsibilities

- Paycor Recruiting automatically acknowledges receipt of application materials with standard email.
- Dean/Chair/Director who receive information directly from applicant will be responsible to acknowledge such receipt to applicant and downloading it to Paycor

Recruiting.

- Communication with applicant following initial contact will generate directly from the Dean to discuss course, instructor and university expectations.
- Dean/Chair/Director will be responsible for interview communications with applicants regarding campus activities. Director of Academic Affairs will be responsible for communicating with the applicant to schedule the visit to the campus and plan travel arrangements.

On-Campus Interview Process

- Dean or Director needs to vet Top Candidates with the Provost.
- For Faculty, Dean must turn in Credentials form to Director of Academic Services.
- Dean's office must have "Background Check Release Form" sent and have it come back clear **before** Interview is set up.
- Provost will interview by phone or Zoom before making any arrangements for an on campus visit.
- Director of Academic Services will schedule interview with Provost and President.
- Dean/Chair/Director's office will arrange campus visit schedule for the candidate, including the Payroll & Employee Benefits Coordinator, and a tour of Marshall for housing with Diane Seale, when appropriate.
- Director of Academic Services will make travel/ lodging arrangements.
- **NOTE:** Refer discussions of salary and benefits including possible housing to Provost.
- Interview Day should include the following:
 - Full or partial class presentation
 - Plan for student involvement via meeting or presentation and gain student feedback ("Classroom/Presentation Skills Evaluation by Student Form.")
 - Tour of Campus
 - Tour of Marshall
 - Meeting with Dean/Department Chair
 - Meeting with Department Faculty
 - Meeting with search committee
 - Meeting with Director of Human Resources (Benefits package) (15 minutes)
 - Meeting with Provost (30 minutes) –End of the day, first and then President
 - Meeting with President (30 minutes)
- Director of Academic Services will communicate the itinerary plans and travel plans to the candidate.
- Director of Academic Services will print hard copies of everything in Paycor Recruiting and electronic folder for both the Provost and President one day prior to interview.
- Dean/Chair of the committee will solicit feedback from the committee and make their recommendation to the Provost/President.
- Provost and Dean will discuss who will get an offer for employment.
- Provost will confirm with Dean or Director as soon as possible thereafter whether or not candidate is approved for hire.

Formal Offer of Employment

- **Before** formal offer for Faculty candidate, receipt of all applicable **official transcripts** must be sent direct to and received by Academic Affairs.

- Provost will determine salary (and also rank, for Faculty) for chosen candidate, in consultation with the President.
- Provost will call and make offer.
- Upon a verbal or email acceptance of offer, Provost’s office will send out Contract to the candidate.
- Executed contract must be returned by candidate to the Provost office prior to start of employment.

After Candidate has Accepted Offer

- Paycor Recruiting has standard letters to send to candidates informing them the position has been filled.

After Candidate has Accepted Offer – Dean/Director Responsibilities

- Notify new faculty/employee information to setup meeting with Payroll & Employee Benefits Coordinator. (This has to be done before IT can set them up.)
- Secretaries will send candidates the I.T. “Computer Information for New Employees” and “Request for Network Accounts” form to be filled out. Available on the website.
- Complete “Key Request Form” and “Engraving Services” request for new Door Name Plate. These are located on website under Physical Operations.
PLEASE NOTE: Office assignments are made by the Office of the President
- Complete “Name Badge” request and if applies “Business Cards” request. These are located on website under Campus Services.
- For new Faculty, find out their arrival date, and fill out the “Welcoming New Faculty” form. This is on website, Academic Affairs Form Hub. Send the completed form to the Director of Academic Services.