

EMPLOYMENT PROCEDURES

PURPOSE

To ensure that Troy University hires the most qualified applicants for employment while being compliant with EEO/AA applicant screening and hiring practices. This procedure outlines specific guidance designed to ensure a fair and unbiased selection process to be used by those involved in the employment process.

OVERVIEW

Hiring managers/Search committee chairs at Troy University are responsible for ensuring the hiring process meets the requirements of law and policy. This procedure outlines specific responsibilities in each stage of the hiring process. Questions and comments regarding this process should be directed to the attention of the Human Resources Department.

RESPONSIBILITIES

The following section outlines the responsibilities of those involved in the employment process.

Hiring Supervisor

- To fill a vacancy - complete a Record of Personnel Action terminating the employee leaving the University and complete a Request for Personnel Form to begin the process of filling the vacancy. Include letters of resignation or other appropriate documentation.
 - To request a reclassification of a vacant position (for example reclassifying a classified paid position to a professional position), justification must be attached to the RFP.
- To request a new position submit a Request for Personnel, including a justification of need and funding source.
- Review existing job description and make any necessary changes or create a job description for new positions (non-faculty). Contact Human Resources for assistance.
- Provide the Human Resources Department with a final draft of a job vacancy announcement based on the job description and specific requirements of the position.
 - To ensure that Human Resources receives both the application material **and** the signed Disclosure and Authorization to Obtain Information Form, the following two statements must be included in the job vacancy announcement:
 - “Employment is contingent upon a satisfactory background check.”
 - “Troy University is an AA/EEO employer and encourages applications from individuals with disabilities, females, African Americans and other minorities.”
- Coordinate the advertising and closing/review dates for the position with the Human Resources Department. Sufficient time must be allowed from advertising to closing date to ensure the following advertising guidelines are met.
 - Full-Time faculty and professional staff positions must be advertised in the Chronicle of Higher Education and may also be included in local newspapers.
 - Classified positions must be advertised in the local newspaper.
 - Part-time and temporary positions may be advertised in the local newspaper.

NOTE: Should you receive an application directly, please send the application to your campus Office of Human Resources for processing.

Executive/Senior Vice-Chancellor/Vice Chancellor/Dean/Supervisor

- Appoints a Search Committee and notifies Human Resources of committee members, in writing, for all full-time positions. The hiring supervisor may chair Search Committees for staff searches.
- Typically, the Executive/Senior Vice-Chancellor, in coordination with the Dean, Vice Chancellor or Associate Provost, makes a recommendation for hire from the list of qualified Candidates received from the Search Committee.
- Provides budget authority for telephone interviews, teleconferencing, travel, lodging, and hosting of candidates.

Chancellor

- Final approval of Requests for Personnel (RFP's) and Records of Personnel Actions (PA's), including new positions and all out-of-cycle pay raises, are at the discretion of the Chancellor or the Chancellor's designee.
- The Chancellor or designee will sign all full-time Faculty Employment Contracts.
- The Chancellor shall interview all full-time faculty candidates unless otherwise delegated.

Human Resources Department

- Track and monitor authorized position vacancies through Requests for Personnel and Record of Personnel Actions.
- Review final DRAFT of position vacancy announcement provided by the Executive/Senior Vice-Chancellor, Dean, or Supervisor and add any required legal information or standard university formatting.
- Place advertisements for all vacant Troy University positions based on job requirements, laws, and university policies.
 - Global Campus is responsible for placing advertisements in their local media.
- Brief Search Committees on applicable duties, laws, and other requirements, preferably at the first full meeting of the committee.
- Accept application/resume packages and forward to Search Committees for action.
- Initiate and complete background checks on final candidate and notify hiring supervisor/chair of approval or disapproval.
- Notify hiring department that they may begin the hiring process by submitting the PA Form.
- Completes applicant data as necessary to meet reporting requirements for the position record, excluding Global Campus.
- Provide assistance and advice throughout process.

SEARCH COMMITTEE PROCESS

Full-Time Professional and Faculty Positions – Search Committee Required

The Search Committee is comprised of individuals that have been given the responsibility to select and recommend eligible applicants for vacant positions throughout the University.

- Collect information about the requirements and duties of the position from the supervisor.
- Establish specific criteria and guidelines for conducting the search that are compliant with University hiring guidelines to include:
 - becoming familiar with related policies, rules, and regulations
 - ensuring objective, fair and equitable screening procedures are followed for all applicants
- Committee Chair will contact Human Resources for details of their committee's responsibilities to comply with EEO/AA/ADA.
- Review applications/resumes using qualification criteria and determine those candidates who best fit the requirements, and identify who the committee would like to interview.
 - **NOTE: Should you receive an application directly, please send the application to your campus Office of Human Resources for processing.**
- Develop a list of standardized, objective, job related written interview questions.
 - Human Resources can assist in developing interview questions.
 - Sample questions are included in the interview packet provided to Search Committees.
- Conduct initial interviews and provide the supervisor with a list of recommended candidates.
 - Supervisor then:
 - Completes the *Post Interview Faculty/Professional Staff Applicant Evaluation Form* for each interviewed candidate.
 - Notifies Human Resources of the final candidate for the mandatory background check (for faculty this is after the Chancellor has approved the candidate).

- Note: A tentative verbal offer contingent on a favorable outcome of the background check may be extended to the selected candidate; however **no formal or official offer of employment, written or otherwise will be extended until the final selected candidate is cleared for hire by Human Resources.**
- **FOR FACULTY ONLY** - Once the candidate has been cleared for hire, the Dean or appropriate Associate Dean will negotiate final hiring actions and complete a contract which must be forwarded to the Executive Vice Chancellor/Provost and the Chancellor for approval.
- **FOR CLASSIFIED AND PART TIME POSITIONS - Search Committee is optional** - A full Search Committee is not required but may be used for classified and part-time positions. Procedure for Full-Time positions should be followed even if the supervisor serves as a committee of one.

ONCE A FINAL CANDIDATE IS SELECTED

- Complete a PA Form (Personnel Action Form) and forwarded to the appropriate Dean/Supervisor.
 - Attach to the PA Form:
 - Approved copy of the RFP to fill the position
 - Contract as required by the position
- Route forms signed by Dean/Supervisor to Human Resources for review and signature through the appropriate signature authority process.
- Approved PA Forms will be returned to Human Resources by the final signature authority.
- Human Resources will forward approved copies of the PA to the hiring department.
- Once the hiring supervisory/search committee chair has received the approved PA from HR, a formal written offer of employment should be extended.
- Search Committee Chairperson will return the following to Human Resources:
 - original resumes and application material,
 - Screening and Interview Report,
 - Employment Search Checklist,
 - a copy of the letter sent to rejected applicants,
 - a typed copy of interview questions, and
 - extraneous materials used by the Search Committee.
 - All copies of such material used by the search committee should be destroyed

NOTE:

No commitment to hire an applicant can be made until the hiring supervisor receives notification that the background check and Record of Personnel Action has been approved (signed by the appropriate officials). Please note that the effective date of employment must allow time for the approval process and background check to be completed. An applicant must not begin work before the Record of Personnel Action Form has been approved by appropriate administrators.

ADDITIONAL IMPORTANT INFORMATION

- These procedures are written for all Troy University locations.
- The goal of these procedures is to define a process that recommends the most qualified person for employment at Troy University.
- The Request for Personnel Form and the Record of Personnel Action Form may be obtained through IKON Graphics and Printing.
- **Personnel involved in the employment process seeking additional assistance should contact the Human Resources Department.**