Procedures for Hiring Faculty at UNC Charlotte

Tuesday, September 22, 2015
Dawn Tench & Jessica Miller

Academic Budget and Personnel Website

http://provost.uncc.edu/academic-budget-personnel
Questions about best practices?  
General Counsel to the Rescue

Introduction

Why is hiring process so complicated?

- Subject to state and federal laws
- Subject to audits
- Accreditation
- Decentralized Hiring Process

https://legal.uncc.edu/legal-topics/employment-guidelines/interview-and-search-committee
Creating a New Position

Faculty positions are allocated by Provost
- From enrollment increase or CBTI
- When position allocated to Dean—it is given a specific position number and $ amount

Once a position is allocated the position will be created in NinerTalent by Academic Affairs

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Faculty Hiring Checklist

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**Preparation for the Recruitment**


**Hiring Authority (Dean, Chair, Director, etc.)**

**Recruitment Process**

1. Authorize recruitment
2. Review, update, and approve faculty position description in NinerTalent.
3. Appoint and charge Search and Screening Committee
4. Give instructions from Dean to the Search Committee
5. Create a checklist of observable/verifiable characteristics and the source of information for each characteristic or complete the Evaluative Criteria template.
6. Begin a Posting in NinerTalent. Create a Guest account if needed. Add search committee members, if needed. Upload the ready-to-read advertisements, checklist of observable/verifiable characteristics or Evaluative Criteria template, and/or the evaluative criteria on the...
Recruitment

Faculty Hiring & NinerTalent

Website: jobs.uncc.edu/hr

- Three step process
  - Position Description Updated / Modified
  - Posting
  - Hiring Proposal
Preparing for Recruitment

• Receive authorization to recruit from Dean
• Department Chair appoints and charges search committee
• Review, update and approve the position description in NinerTalent.
• Position Description is approved in NinerTalent by:
  • Department Chair (if not Initiator)
  • Dean
  • Academic Affairs

Position Management

• Faculty -- View position library
• Faculty Position Requests – View all position description actions (in process)
Position Management

Position Management

Workflow options will vary based on user group
Position Management

• Standard routing options are directed to the user group
• Routing to Approvers is directed to an individual, which allows for more than one approver.
• Please remember, once submitted Comments can’t be deleted.

Comments are part of the official personnel file
Click Submit to move in workflow

Position Management

• Position Description is routed through all the proper channels and approved by Academic Affairs.
• Then move on to the 2nd step in the process
**Begin Recruitment**

Begin a posting in NinerTalent (jobs.uncc.edu/hr)

- Applicant Tracking Module
- Choose the recently modified and approved faculty position description. The information in the position description carries over from the position description to the posting. No need for duplicate data entry!

Department Chair (if not Initiator) / Dean approve the posting

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**Begin Recruitment**

- Posting is routed through the ADVANCE Faculty Affairs and Diversity Office for their review of the diversity information
- Human Resources will enter the Labor Market Availability Data
- Academic Affairs posts the position to the UNC Charlotte jobs website (jobs.uncc.edu)
Begin Recruitment

• Department places external advertisements (One resource is Graystone Advertising www.graystoneadv.com for cost efficient advertising)

• For external advertisements, use wording: Applicants must apply electronically at https://jobs.uncc.edu and attach vita (etc.) - A link to department website can be included to provide additional information.

• Ad must include the AA/EOE statement and the criminal background check statement

Suggested Wording – As an EOE/AA employer and an ADVANCE Institution that strives to create an academic climate in which the dignity of all individuals is respected and maintained, the University of North Carolina at Charlotte encourages applications from all underrepresented groups. All finalists are subject to criminal background checks.

NinerTalent Posting Workflow

Initiator

• Create new posting in NinerTalent

Approver

• Review and approve posting

Equity Officer

• Review & approve posting for compliance

Academic Affairs

• Review, approve & post posting on UNCC job website

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9/21/2015
Once position description has been approved the Initiator can create a new posting.
Applicant Tracking

To duplicate another posting

Most Common: to create the posting from a position description

Initiator chooses what will be used to begin the posting.

Text search box

Click Actions -> Create From

Locate the PD you want to use for the posting
Applicant Tracking

Settings Page sets up the work unit the position is associated with.

Applicant Tracking

Click here to create posting

Posting Navigation Menu

Enter details in fields

Click Next to move to next tab
**Applicant Documents**

- Can choose whether the applicant documents have to be uploaded, optional or not used.
- Can re-sort the list of documents

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Not Used</th>
<th>Optional</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cover Letter / Letter of Interest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Curriculum Vitae</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Statement of Research, Teaching &amp; Leadership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Unofficial Transcripts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Applicant Documents**

- Cover Letter/ Letter of Interest
- Curriculum Vitae
- Resume / Curriculum Vitae
- Writing Sample
- Statement of Research, Teaching & Leadership
- Unofficial Transcripts
- Contact Information for References
- Research Interest Statement
- Military Service Record (DD-214)
- Abridged Portfolio
- Teaching Philosophy
- Diversity Statement
- Online Portfolio
- Evidence of Teaching Effectiveness
- Other Document
- Other Document 2
- Other Document - URL
Search Committee Members

Search for search committee members

Add the person as a search committee member

Are they the search committee chair?

Used for on campus search committee members

Guest User

Click to create a Guest User Account

Used for off campus search committee members
Search Committee Member vs. Guest User Account

Two types of “guest” accounts in NinerTalent

– Search Committee Member – Can log in with UNCC NinerNet credentials
– Guest User Account – System generated login credentials

If someone needs Search Committee Member access, contact Jessica Miller (jcharper@uncc.edu, x75771)
Labor Market Availability Data

- The Equity Officer will enter the Labor Market information.
- You will compare the Labor Market information with the demographics of the applicant pool.

Applicant Tracking

- Transition to next step in the workflow.
- Workflow options will vary based on user group.
Applicant Tracking

- Standard routing options are directed to the user group
- Routing to Approvers is directed to an individual, which allows for more than one approver.
- Remember, once it is submitted the comments can’t be deleted.

Comments are part of the official personnel file
Click Submit to move through workflow

Add to watch list

List of Approvers

REVIEWING APPLICANT POOL

HOW TO REVIEW APPLICANTS
Viewing Applicants

Click Actions -> View Applicants

Viewing Applicants

Click Actions -> View Application
Applicants EPA / Faculty Profile

Viewing a Combined Document

Combined Document will include the application and all documents the applicant uploaded.
Changing An Applicant Status

Refer to the User Guides for more information about when to use what status

Transition to next step in the workflow

REVIEWING MULTIPLE APPLICANTS

HOW TO REVIEW MULTIPLE APPLICANTS
Viewing Multiple Applications at Once

Select all applicants

Click Actions

Select the documents to include

Click Submit to create a PDF of multiple applications

Moving Applicants Status in Bulk

Check applicants whose status you wish to change

Click Actions -> Move in Workflow

• Only click on applicants that you would like to move to the same status
• Then click the Actions button at the top and select “Move in Workflow.”
Moving Applicants Status in Bulk

Applicants have to be in the same status to move in bulk.

Applicant Statuses

- Applicant statuses should be changed as you move through the process.
- All applicants MUST be reviewed.

<table>
<thead>
<tr>
<th>Pre-Interview Status Options</th>
<th>When to use</th>
<th>Email Sent?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Further Consideration</td>
<td>Applicant who makes the “short list”</td>
<td>No</td>
</tr>
<tr>
<td>Not Best Qualified (Emails Applicant Now)</td>
<td>Applicant who does NOT meet the minimum qualifications</td>
<td>Yes, Immediately</td>
</tr>
<tr>
<td>Qualified, Not Selected</td>
<td>Applicant given Further Consideration status, but was not interviewed</td>
<td>Yes, When Filled</td>
</tr>
<tr>
<td>Under Review by Hiring Department</td>
<td>Applicant considered for review</td>
<td>No</td>
</tr>
</tbody>
</table>
Applicant Statuses

<table>
<thead>
<tr>
<th>Interview/Hiring Stage</th>
<th>Status Options</th>
<th>When to use</th>
<th>Email Sent?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Declined Interview</td>
<td>Applicant approved for interview, but declined</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Interviewed, Not Selected</td>
<td>Applicant interviewed but not hired</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Offer Declined</td>
<td>Applicant interviewed, offered position but declined</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Recommend for Hire</td>
<td>Applicant offered employment</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Recommend for Interview</td>
<td>Applicant chosen by the Department to be interviewed</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Approved for Interview</td>
<td>Applicant approved for interview by the Dean</td>
<td>No</td>
</tr>
</tbody>
</table>

Applicant Tracking Best Practices

- Change the applicants’ statuses as you go through the process.
- If someone does not meet the minimum qualifications, change their status to “Not Best Qualified”.
- It is important to make sure you update the statuses to reflect what happened during the hiring process. The statuses are considered part of the record of the recruitment process.
HOW TO REVIEW EEO REPORT

COMPARING DEPARTMENTAL EEO REPORT TO THE LABOR MARKET AVAILABILITY DATA

Departmental EEO Report

Click the Reports tab

Click Reports tab, Click Departmental EEO Report

Click Actions -> View Report

Click Actions -> View Report
Labor Market Data

Compare the Applicant Pool data to the Labor Market data

Example of EEO Data Comparison

If you need assistance, contact EPAREcruitment@uncc.edu or the Equity Specialist (7-0661).
RECOMMENDED FOR INTERVIEW, NOW WHAT?

TIME FOR THE EQUITY OFFICER REVIEW

Preparation for Interviews

• Top candidates have been identified and the Initiator has changed their applicant status to “Recommend for Interview”

• Department Chair (if not the Initiator) reviews candidates and forwards the posting to the next Approver.

• If a top candidate is a non-resident, contact the Director of International Student/Scholar Office (ext. 7-7746)

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Academic Affairs
Preparing for Interviews

• The Dean, serving as the final Approver, will review the applicants in the status of “Recommend for Interview.” At this point, if the Dean agrees with the applicant statuses, the Dean change the applicant statuses to “Approved for Interview” and will transition the posting to the Equity Officer.

• Equity Officer will close the posting and review applicants to make sure they meet the minimum qualifications stated in the job posting transition the posting to the Initiator.

Interviews

• At this point the department conducts the interviews and the Search Committee selects finalist

• During interview if an applicant will be reimbursed they should complete the Vendor Information Form

http://finance.uncc.edu/resources/forms}
HIRING PROPOSAL

Appointment

• Once finalist is selected, department emails faculty-recruit@uncc.edu for Academic Affairs to initiate the criminal background check.
• Criminal Background Checks should be processed pre-employment.
• Begin the Hiring Proposal in NinerTalent for the candidate recommended for hire.
Faculty Hiring Proposal

Initiator • Creates Hiring Proposal

Approver • Review and Approve Hiring Proposal

Equity Officer Review • Review finalist(s) for compliance

Budget Approval • Reviews funding information

Academic Affairs • Reviews and Approves Hiring Proposal. HR enters job into Banner.

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Hiring Proposal

Once the applicant status has been changed to “Recommend for Hire” start the Hiring Proposal.
Hiring Proposal

• Make sure correct Position Description is selected.
• Click “Select Position Description”

After details are entered click “Next”

• Fill in details and click “Next”
Hiring Proposal

- Transition to next step in the process

- Standard routing options are directed to the user group
- Routing to Approvers is directed to an individual, which allows for more than one approver.
- Remember, once it is submitted the comments can’t be deleted.
Hiring Proposal

• Upon approval of the Hiring Proposal, based on the appointment rank, the Dean’s Office or Provost’s Office prepare and mail Agreement for Appointment (AA-09 or AA-14) with cover letter to finalist.
  • Assistant Professor (AA-09) and Special Faculty (AA-14) Appointments are within Dean’s hiring authority, contract are completed in Dean’s Office.

Appointment

• The hiring department requests official transcript of highest earned degree. Transcript must be sent directly to the University. (Can’t be “Issued to Student” as candidate)
  – If highest earned degree is from a foreign institution, it will require an academic equivalency evaluation.
• After finalist signs agreement, Dean’s Office sends complete file to Provost’s Office.
• Initiator changes that statuses of the remaining applicants.
• Academic Affairs will approve and fill the posting when the hiring packet arrives in the office.
Contracting Process

- Negotiated terms must be pre-approved by the Department Chair and Dean

- Moving reimbursements costs; sometimes funded by dept/college and baseline funding from AA depending upon category of hire. No AA funding for Lecturers as they are non-tenure track hires.

- Pre-approval of AA Moving Reimbursement required. Dean sends email to Dr. Jay Raja, Senior Associate Provost, with request. Include funding approval email in hiring packet.

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Contracting Process

- “Other Terms and Conditions” section is reserved for contract negotiation details which vary per hire

- Moving Reimbursement Suggested Wording
  - (Funding from AA) The University will reimburse up to $X,000 for appropriately receipted moving expenses (this amount must be expended within one year). Our relocation form and complete instructions can be found on the web at http://www.finance.uncc.edu
  
  - (Funding from AA and College) The University will reimburse up to $X,000 from Academic Affairs and up to $X,000 from the College of ____________ for appropriately receipted moving expenses (this amount must be expended within one year). Our relocation form and complete instructions can be found on the web at http://www.finance.uncc.edu

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Complete File

- Agreement (contract), AA-09 or AA-14
- Official Transcript – Must be sent directly to University
- Moving Reimbursement confirmation *(if applicable)*

NinerTalent Support

- Academic Affairs – Budget & Personnel Website: [http://provost.uncc.edu/academic-budget-personnel](http://provost.uncc.edu/academic-budget-personnel)
- NinerTalent Website: [http://hr.uncc.edu/ninertalent](http://hr.uncc.edu/ninertalent)
- Email: ninertalent@uncc.edu

Contact Us:

<table>
<thead>
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<th>Employment Category</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Dawn Tench – Faculty Personnel Manager</td>
<td>7-5773</td>
<td><a href="mailto:hftench@uncc.edu">hftench@uncc.edu</a></td>
</tr>
<tr>
<td>Faculty</td>
<td>Jessica Miller – Technology Support Analyst</td>
<td>7-5771</td>
<td><a href="mailto:jcharper@uncc.edu">jcharper@uncc.edu</a></td>
</tr>
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Any Questions??

Thanks for coming & Happy Hiring!