**Steps in Hiring Faculty**

**Approval to Begin Search**

* 1. Submission of hiring request template from Department Chair to Dean.

(This form is a separate attachment sent with e-mail).

* 2. Upon Dean’s approval to fill position, select search committee.

**Posting of Vacancy**

* 3. Review of “Resource Guide for Recruiting Excellent and Diverse Faculty” website and all links

by Dean, Department Chair, Search Committee Chair, Search Committee and Department. <http://www.provost.iastate.edu/office/resource.html> (right click and choose open hyperlink to open all links)

4. Search committee takes Web Based Diversity Training found under Web Based Training on

Employee tab of Access Plus.

5. Search committee reviews and approves position announcement.

* 6. Create Notice of Vacancy in HR system.
* 7. Route Notice of Vacancy to HR Liaison in dean’s office for approval.
* 8. HR Liaison forwards NOV to Provost Office for approval. (Brenda Behling)
* 9. Notification email received by Provost and EOD for approval and posting of vacancy.
* 10. For teaching positions, posting is required for a minimum of 30 days on both the ISU Hiring

Website and in a national journal or publication **print** advertisement. See link for additional

information. <http://www.hrs.iastate.edu/hrs/files/DOLRegs.pdf>

**Interview Process**

* 11. Search committee given guest user access to HR system if deemed appropriate.
* 12. Search committee deems if candidates meet required qualifications and ranks those

qualified according to the preferred qualifications of the position.

* 13. Committee chair or designee enters rankings into HR system.
* 14. Search committee recommends candidates to be interviewed and decides on reference

check protocol. Contact candidates for approval to contact references.

* 15. Committee chair or designee changes status in HR system for those candidates chosen by

search committee to be interviewed to “selected for interview”.

* 16. Route selection for interview to HR Liaison for approval.
* 17. HR Liaison routes approved interviewees to EOD for approval.
* 18. Once notification email is received by HR on approval to interview, candidate interviews

can be scheduled.

* 19. Interviews conducted by search committee, Department Chair, Dean, Research Associate

Dean, and others as deemed appropriate. For associate professor, professor or any other

positions being hired with tenure status, the Provost must also interview the candidates.

**Hire and Funding Requests**

* 20. Recommendation of hire given by all parties and decision made as to finalist.
* 21. Committee chair or designee changes status of finalist in HR system to “select for hire”,

completes the PEMF, Pre-employment Monitoring Form, (this must match the LOI exactly)

and routes to HR Liaison for approval.

* 22. HR Liaison forwards approval to hire to EOD. If hiring a position with tenure, department

level tenure committee must approve tenure by vote (governance document guides who

votes).

* 23. At the same time, draft the letter of offer, letter of intent, start-up template, official start-

up request form and request for salary support form if needed. The letter of offer is

the directive for what is included in the start-up and salary support request as all

items must match. The letter of intent amounts, dates, and all other information need to

be properly reflected on all forms and on the PEMF on the HR system. All of these forms

and letters are sent to the HR Liaison who ensures all documents are sent to proper

authorities for review and approval. If the candidate is being hired with tenure the

outcome of the tenure vote, a document stating why tenure is justified and copies of

external review letters also need to be sent to the HR Liaison and Dean.

* 24. Specific instructions for the forms are as follows:
* **A. LOI** <http://www.hrs.iastate.edu/hrs/files/loireg.doc>

Complete the form, Department Chair signs and sends form to HR Liaison. HR Liaison

secures Dean’s signature. Statement should be included under special conditions on

LOI that person is authorized to work for international hires. Here is a link containing

international hire information for your reference. Contact Deb Vance in the

International Student and Scholars area for specific advice and instructions. <http://www.isso.iastate.edu/joomla/index.php?option=com_content&view=article&id=33&Itemid=109>

**B. Start-up Template** (This form is a separate attachment sent with e-mail).

Categories in the left column may be changed to align with the letter of offer. The

amount of support by department, college and VPR/ED should be fairly equal. The

VPR/ED will not support more than 50% of the total start-up package cost or any costs

that are not research related. The amounts should be rounded to the nearest $1,000.

The information in the far right table of the template will reflect what is entered on

the official start-up request form. E-mail this completed template to the CHS

Associate Dean for Research and the HR Liaison for approval/input before proceeding

further. Verify that the department/college have sufficient funds available to cover

the proposed start-up costs.

**C. Official Start-up Request Form**

[www.vpresearch.iastate.edu/researcher/funding/internal/docs/faculty-start-up-funds-request.docx](http://www.vpresearch.iastate.edu/researcher/funding/internal/docs/faculty-start-up-funds-request.docx)

Enter the name, rank, department and college information on the form. Enter the total cost of the start-up on the Total cost line of form. Determine, with guidance from the Associate Dean of Research whether this is a formula-based or strategic request. There are guidelines on the second page of the official form that outline requirements for a strategic request. Once the type of request is determined, enter the amount being requested from the VPR/ED on either line A or B. Using the chart from the start-up template from step 24B above, enter the amounts per year and source in the table of the official start-up form.

The Department Chair needs to sign and date the form and send it to the HR Liaison to secure the Associate Dean for Research and/or Dean’s signature. Along with this a copy of the candidate’s CV, a list of funding agencies that this candidate is most likely to seek and receive funding from and a plan that describes how the department will mentor the new faculty member in obtaining grants must be sent to the HR Liaison.

* **D.**  [**Request for Salary Support Form.**](file:///C:\Users\annettej\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\DRJHWE34\Request%20for%20SalarySupport%20Form)

<http://www.provost.iastate.edu/fad/RequestSalarySupport.docx>

If salary support is being requested, fill out the data as requested on the form ensuring that all information matches data on all other completed forms and letters. We typically are asking for permanent funding for spousal accommodations. Under item #3 of the form where you describe the specific request ensure that you include the statement that we are seeking 1/3 of the spouse’s salary on a permanent basis. Complete all questions through item #8. For the chart, double left click within the chart to open chart for data entry. Enter faculty name and date at top of chart. The partner accommodation salary for the Provost should be 1/3 of the total and the benefits will calculate automatically. The start-up information needs to be added to this report as outlined in the prior start-up template. Fill out the chart for each year that the start-up will cover. Click outside of the chart area to complete the form. Send this completed form electronically to the HR Liaison and Dean.

* 25. HR Liaison or Dean sends all information to proper areas for approval and review.
* 26. Provost reviews data and sends approval to hire to EOD. EOD initiates the background

check.

* 27. Once background check is completed, Provost will sign LOI and return to Department or

Dean’s office. HR will send email that hire is approved.

* 28. Typically decisions regarding start-up support and salary support agreements are

received close to this time.

* 29. Department Chair can now send letter of offer and letter of intent to candidate.
* 30. Once candidate has signed the letter of intent and returned it to the Department Chair, the

PEMF can be confirmed by entering the person’s social security number in the HR system.

* 31. 24 hours after the PEMF has been confirmed, the EPA can be initiated to enter the faculty

member in the payroll system.