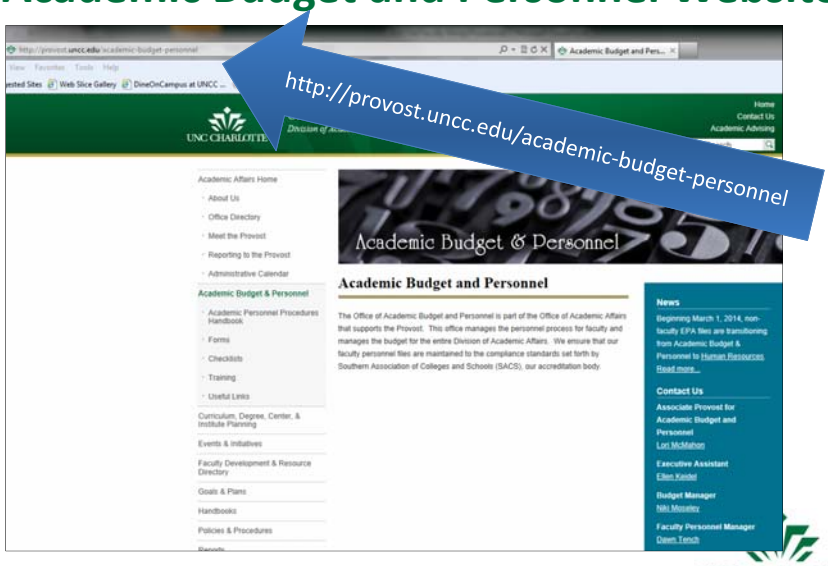
Procedures for Hiring Faculty at UNC Charlotte

UNC CHARLOTTE
Academic Affairs

Tuesday, September 22, 2015
Dawn Tench & Jessica Miller

Academic Budget and Personnel Website



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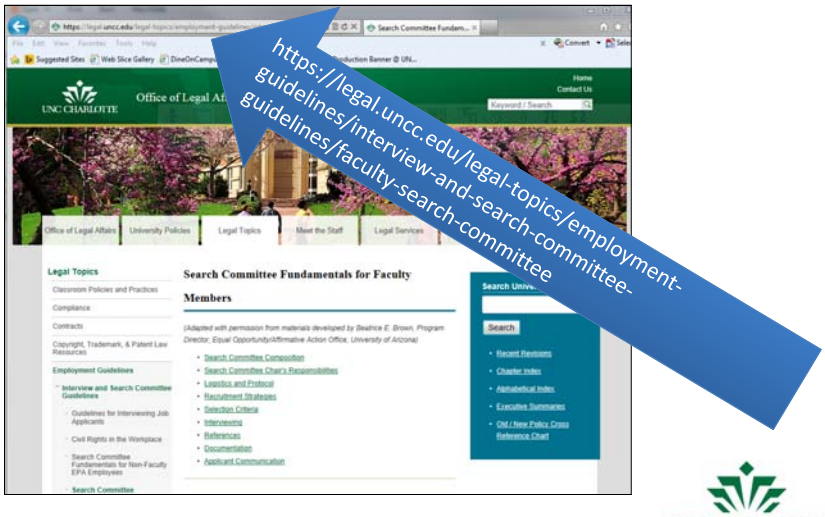
Questions about best practices?
General Counsel to the Rescue



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Introduction

Why is hiring process so complicated?

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

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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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Academic Affairs
9201 University City Blvd, Charlotte, NC 28223-0001
t/ 704.687.5777 www.provost.uncc.edu

Employment of Full-Time Faculty Checklist

Preparation for the Recruitment			
		Review the UNC Charlotte Academic Personnel Procedures Handbook. http://provost.uncc.edu/academic-budget-personnel/handbook	Hiring Authority (Dean, Chair, Director, etc)
Recruitment Process			
	1.	Authorize recruitment	Provost / Dean
	2.	Review, update and approve faculty position description in NinerTalent. This process could also happen after the Search Committee has been appointed and consulted.	Initiator / Department Chair Approver / Dean
	3.	Appoint and charge Search and Screening Committee	Department Chair or Dean
	4.	Give "Instructions from Chair to the Search Committee" http://provost.uncc.edu/academic-budget-personnel/handbook#handbook-page-4	Department Chair
	5.	Create a checklist of observable / quantifiable characteristics and the source of information for each characteristic or complete the Evaluative Criteria template, if using the evaluative criteria in NinerTalent.	Search Committee
	6.	Begin a Posting in NinerTalent. Create a Guest account, if needed. Add search committee members, if needed. Upload the ready-to-mail advertisements, checklist of observable / quantifiable characteristics or Evaluative Criteria template, if using the evaluative criteria on the	Initiator / Department Chair

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Recruitment

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Faculty Hiring & NinerTalent

Website: jobs.uncc.edu/hr

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

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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

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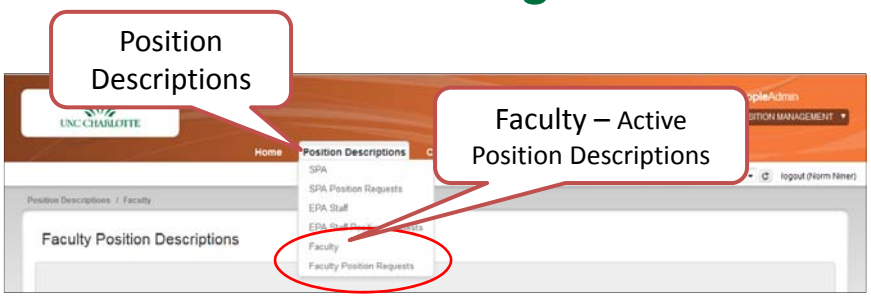
Position Management



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

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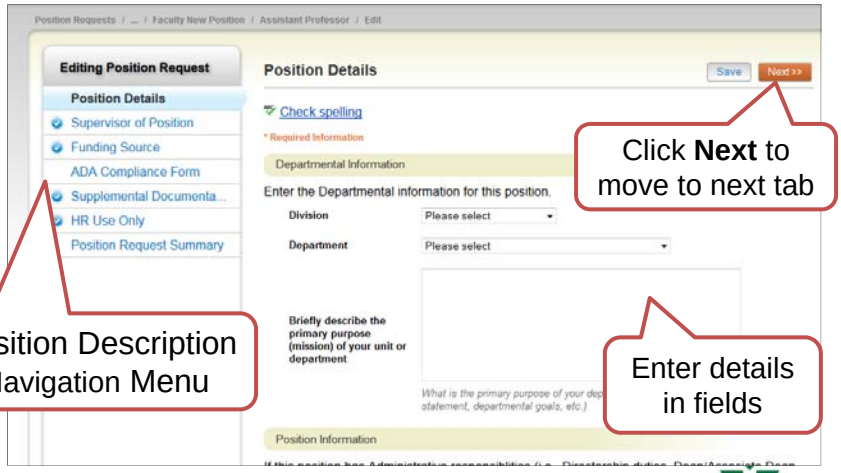
Position Management



Click **Next** to move to next tab

Position Description Navigation Menu

Enter details in fields

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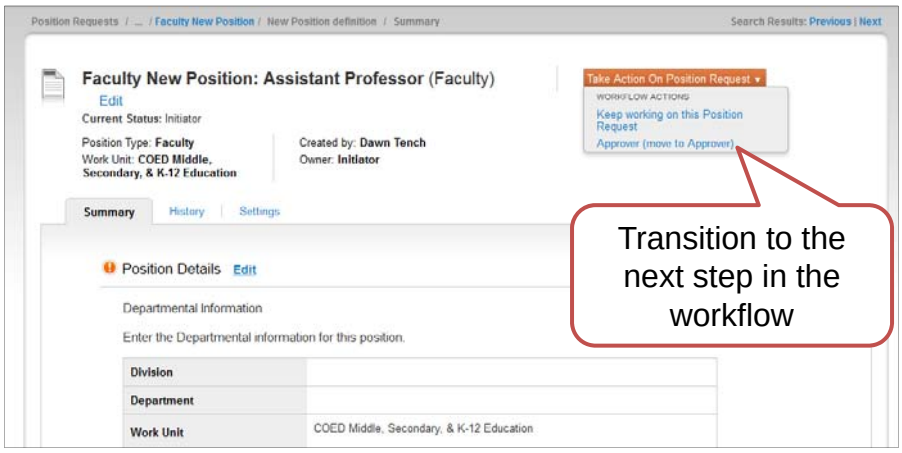
Position Management



Transition to the next step in the workflow

Workflow options will vary based on user group

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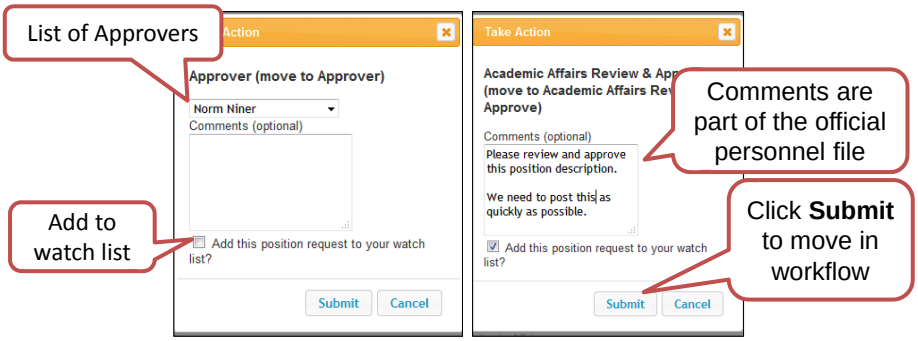
Position Management



- 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.

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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

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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)

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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.*

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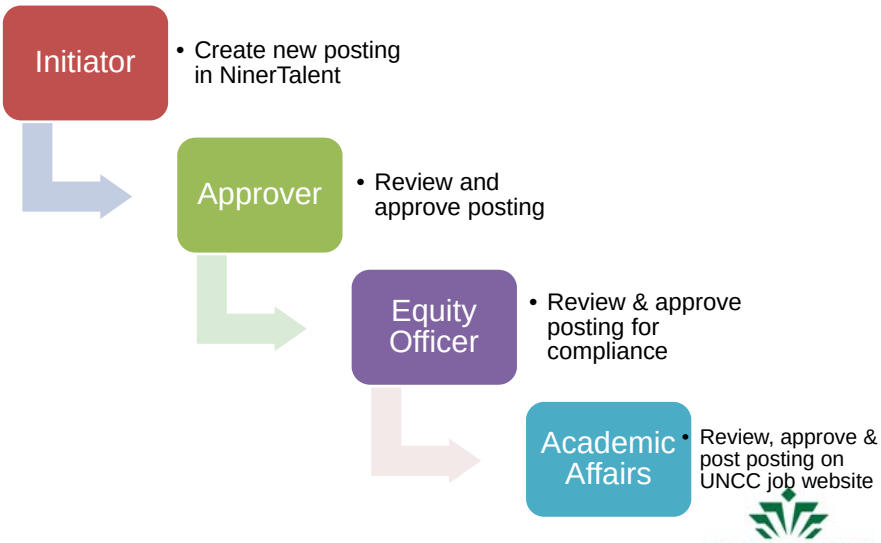
NinerTalent Posting Workflow



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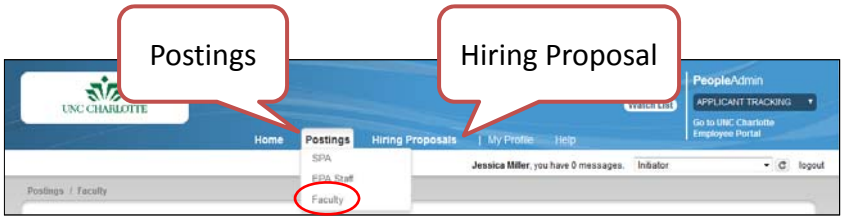
Applicant Tracking



Common actions:
• Creating a Posting
• Hiring Proposal
• Viewing Postings and Active Applicants

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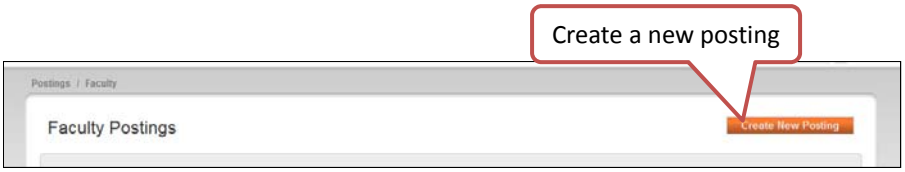
Applicant Tracking



Once position description has been approved the Initiator can create a new posting.

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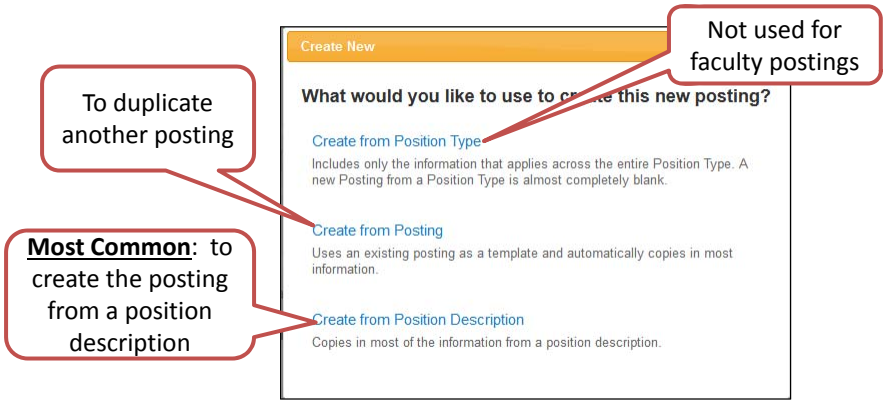
Applicant Tracking



Initiator chooses what will be used to begin the posting.

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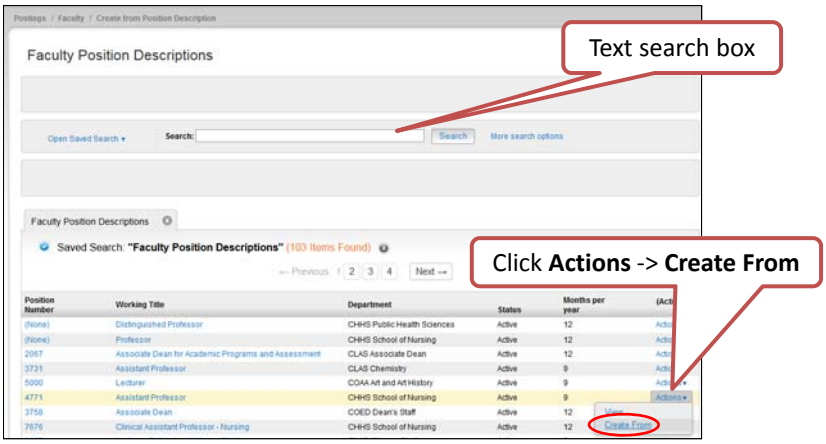
Applicant Tracking



Locate the PD you want to use for the posting

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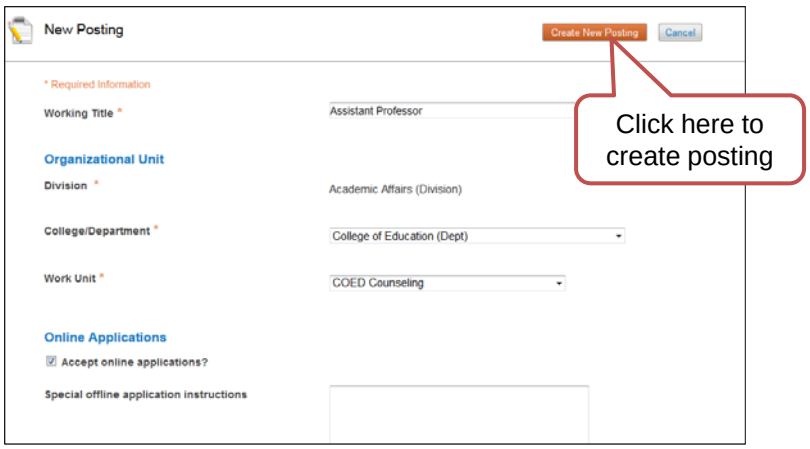
Applicant Tracking



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

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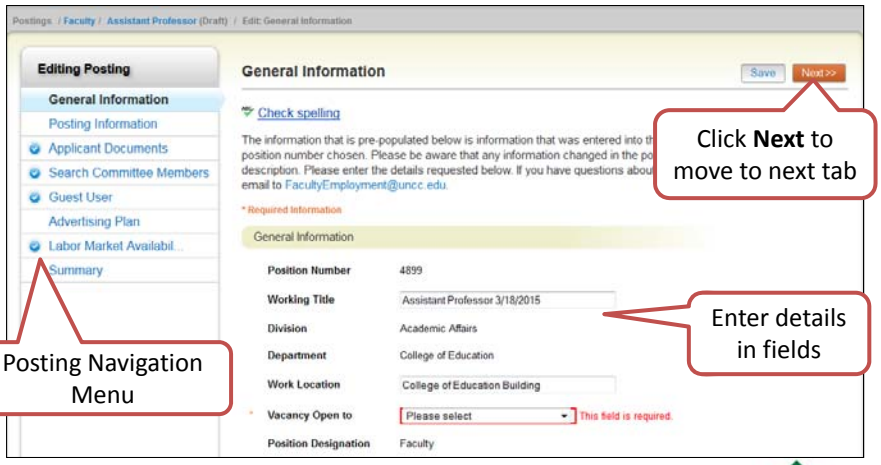
Applicant Tracking



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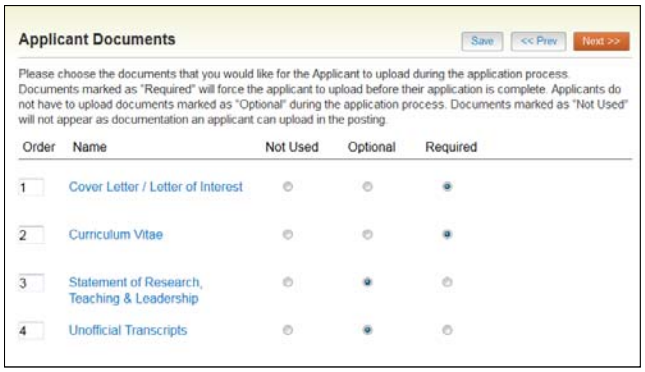
Applicant Documents



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

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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

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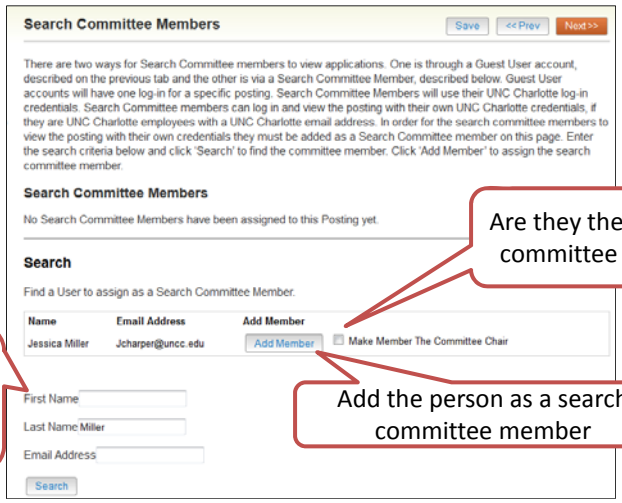
Search Committee Members



Used for on campus search committee members

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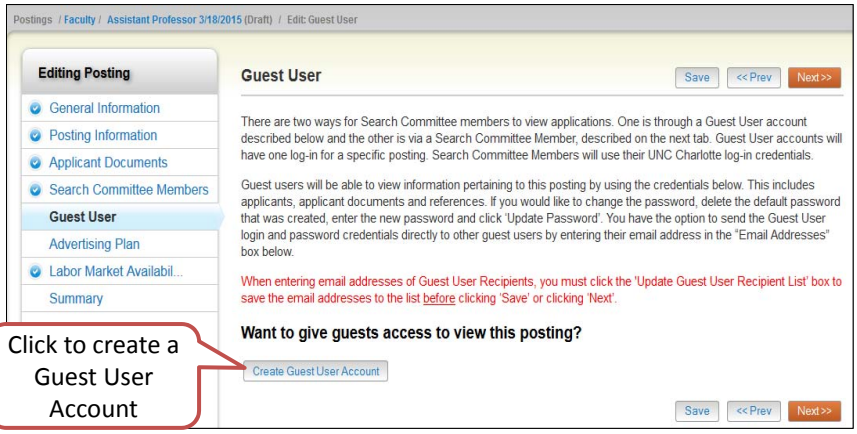
Guest User



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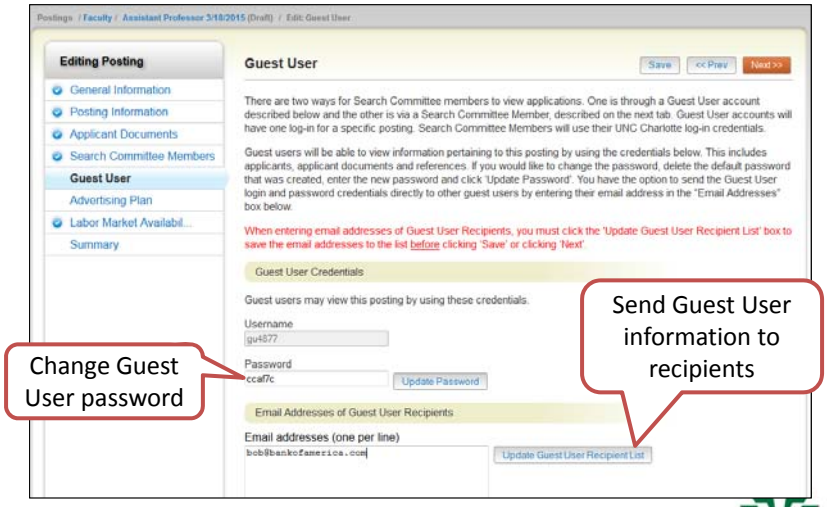

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Search Committee Member vs. Guest User Account

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)

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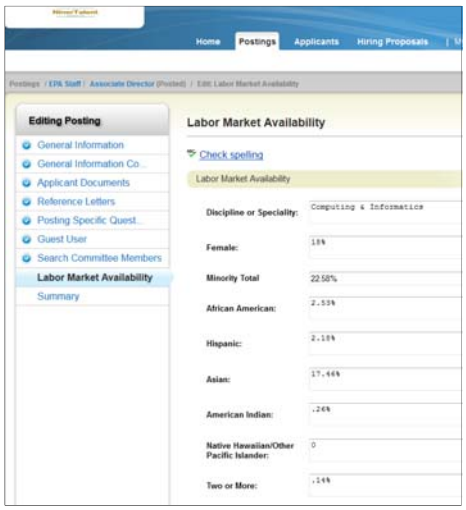
Labor Market Availability Data



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

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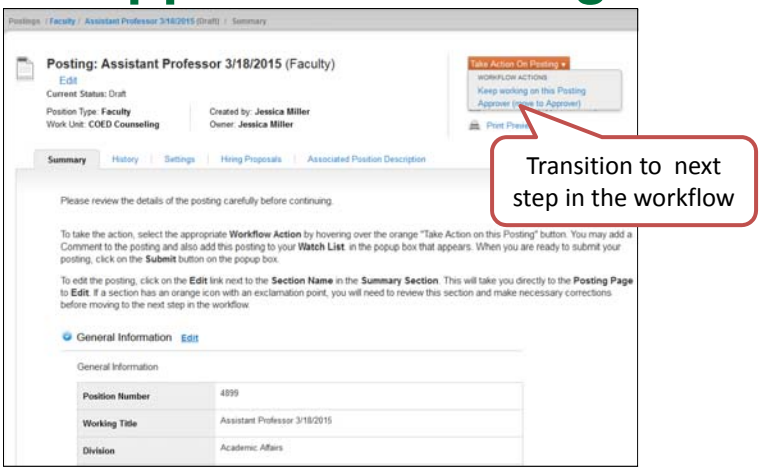
Applicant Tracking



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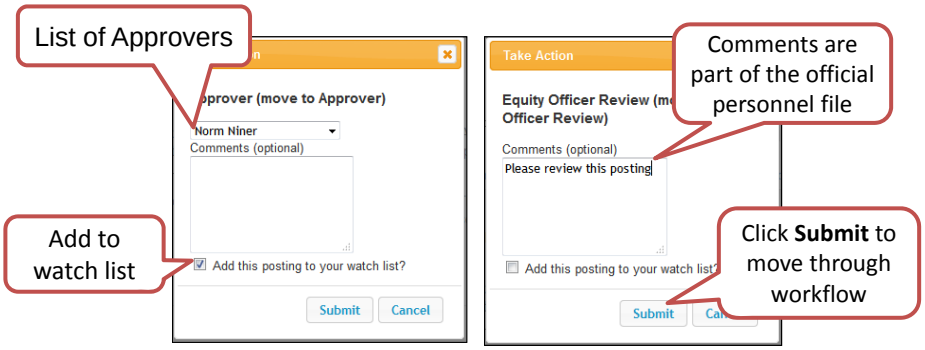

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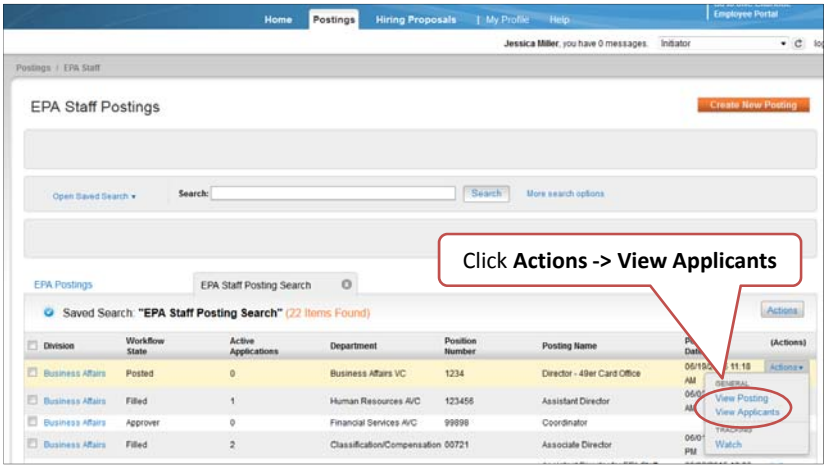
REVIEWING APPLICANT POOL

HOW TO REVIEW APPLICANTS

Viewing Applicants



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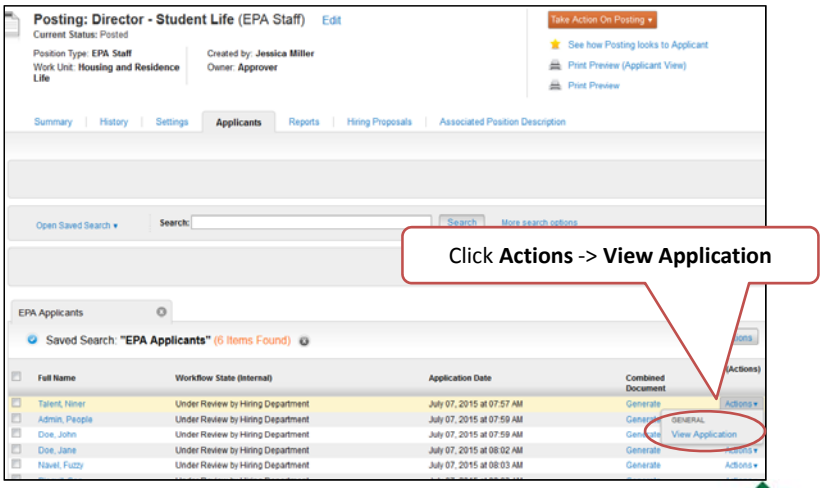
Viewing Applicants



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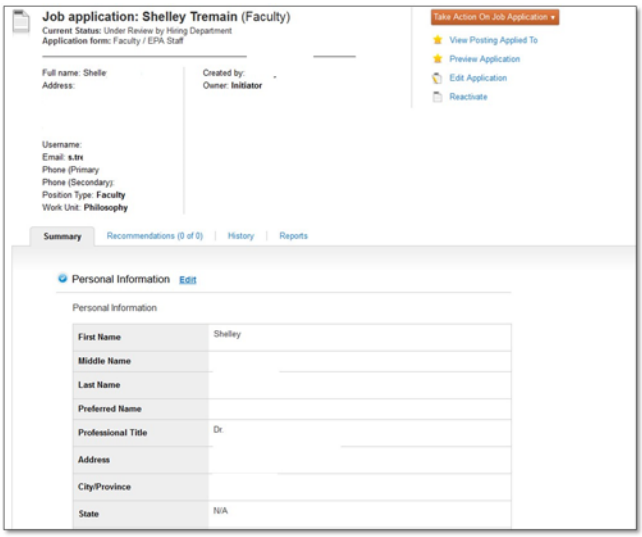
Applicants EPA / Faculty Profile



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Viewing a Combined Document

Combined Document will include the application and all documents the applicant uploaded.

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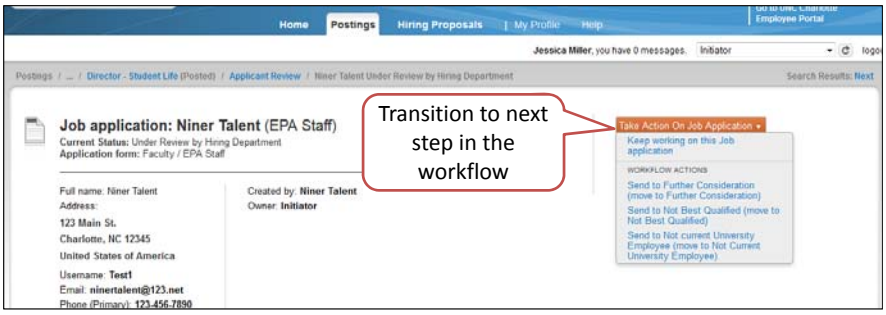
Changing An Applicant Status



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

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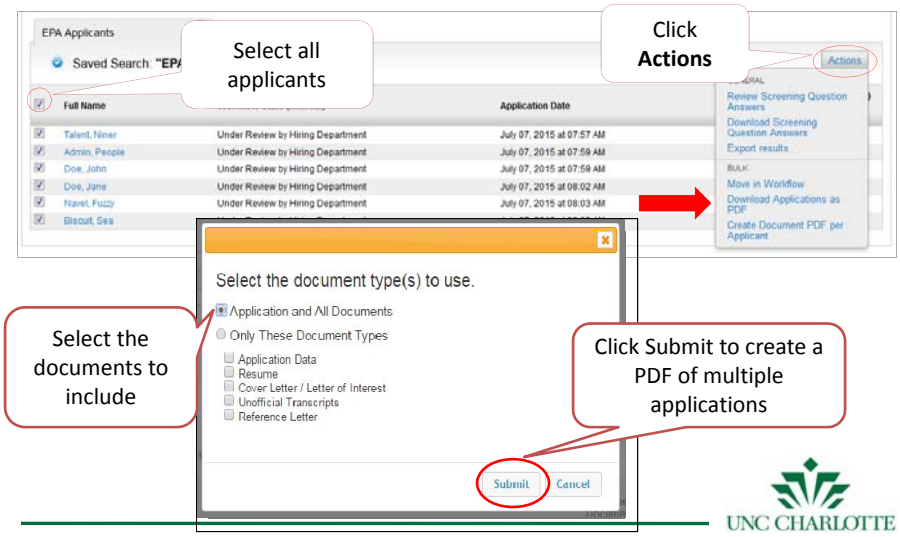
REVIEWING MULTIPLE APPLICANTS

HOW TO REVIEW MULTIPLE APPLICANTS

Viewing Multiple Applications at Once



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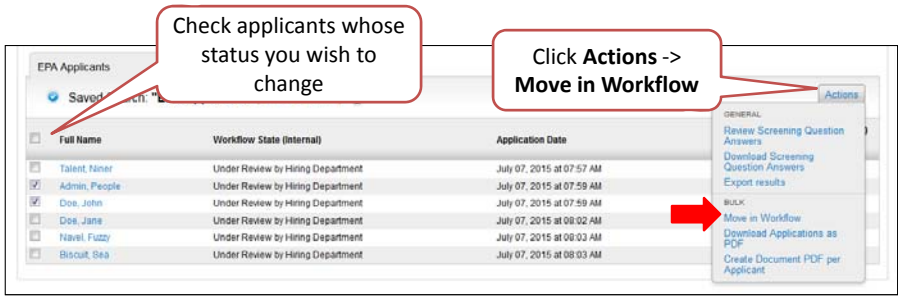
Moving Applicants Status in Bulk



- 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."

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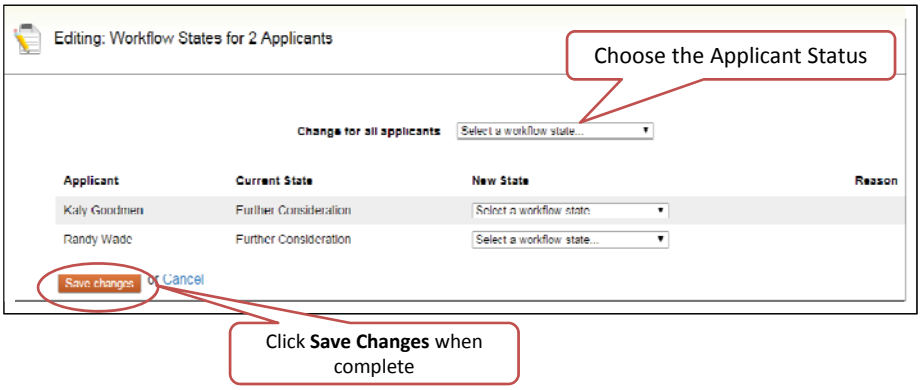
Moving Applicants Status in Bulk



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

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Applicant Statuses

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

Pre- Interview Status Options	When to use	Email Sent?
Further Consideration	Applicant who makes the "short list"	No
Not Best Qualified (Emails Applicant Now)	Applicant who does NOT meet the minimum qualifications	Yes, Immediately
Qualified, Not Selected	Applicant given Further Consideration status, but was not interviewed	Yes, When Filled
Under Review by Hiring Department	Applicant considered for review	No

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Applicant Statuses

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

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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.

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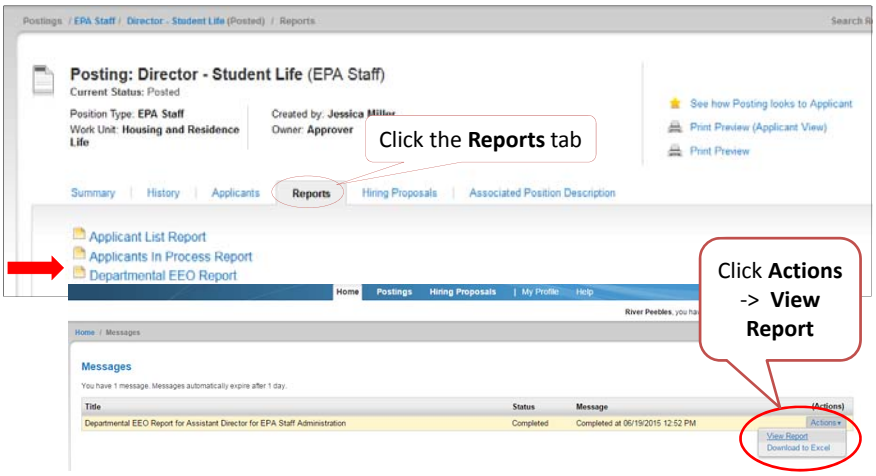
HOW TO REVIEW EEO REPORT

COMPARING DEPARTMENTAL EEO REPORT TO THE LABOR MARKET AVAILABILITY DATA

Departmental EEO Report



Click **Reports** tab, Click **Departmental EEO Report**

Click **Actions -> View Report**

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Labor Market Data

EEO Report – Applicant data

Report Generated: Wednesday July 08, 2015 11:55:14 AM
Job Title Director - Student Life

All Applicants

Gender	Hispanic / Latino	American Indian Or Alaskan Native	Asian	Black Or African American	Hispanic/Latino	Native Hawaiian Or Other Pacific Islander	White	Two Or More Races	Two Or More Races	Not Disclosed	Total
Female	0	1	1	0	0	1	0	0	0	0	3
Male	0	0	0	1	1	0	0	0	0	0	2
No Answer	0	0	0	0	0	0	0				
Total	**0**	**1**	**1**	**1**	**1**	**1**	**0**				

Labor Market Availability Data Tab

Labor Market Availability

Labor Market Availability	
Discipline or Speciality:	Masters: Public Administration
Female:	75.26%
Minority Total	29.54%
African American:	17.44%
Hispanic:	7.37%
Asian:	3.82%
American Indian:	0.91%
Native Hawaiian/Other Pacific Islander:	N/A
Two or More:	N/A

Compare the Applicant Pool data to the Labor Market data

Example of EEO Data Comparison

	Number of Applicants	Applicant Pool Percentage	Labor Market Data Percentages
Total Number Applicants	25	n/a	n/a
Female Total	10	40.00%	35.00%
Male Total	10	40.00%	n/a
Gender Not Disclosed	5	20.00%	n/a
White Total	10	40.00%	n/a
Race/Ethnicity Not Disclosed	2	8.00%	n/a
Minority Total	13	52.00%	30.00%
African American Total	5	20.00%	15.00%
Hispanic/Latino Total	2	8.00%	5.00%
Asian Total	2	8.00%	8.00%
American Indian or Alaska Native Total	0	0.00%	0.25%
Native Hawaiian or Other Pacific Islander Total	0	0.00%	0.25%
Two or More Races Total	4	16.00%	1.50%

Compare the Applicant Pool to Labor Market data

If you need assistance, contact EPARecruitment@uncc.edu or the Equity Specialist (7-0661).

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RECOMMENDED FOR INTERVIEW, NOW WHAT?

TIME FOR THE EQUITY OFFICER REVIEW

Preparing 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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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.

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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)

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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.

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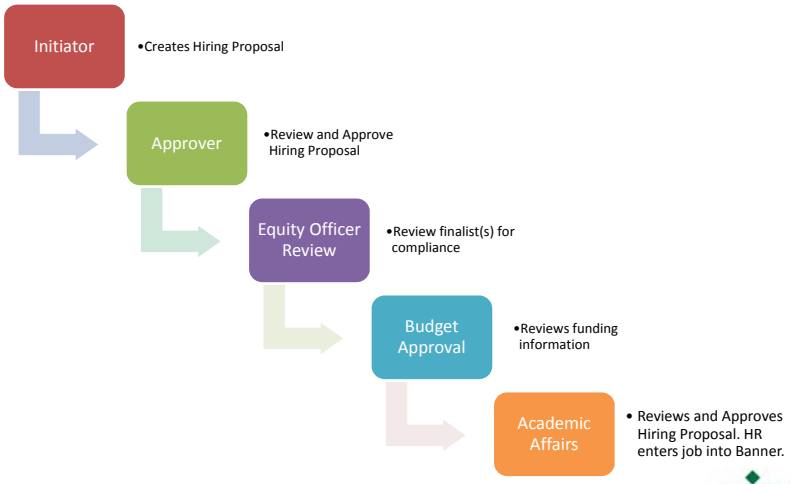
Faculty Hiring Proposal



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Hiring Proposal

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

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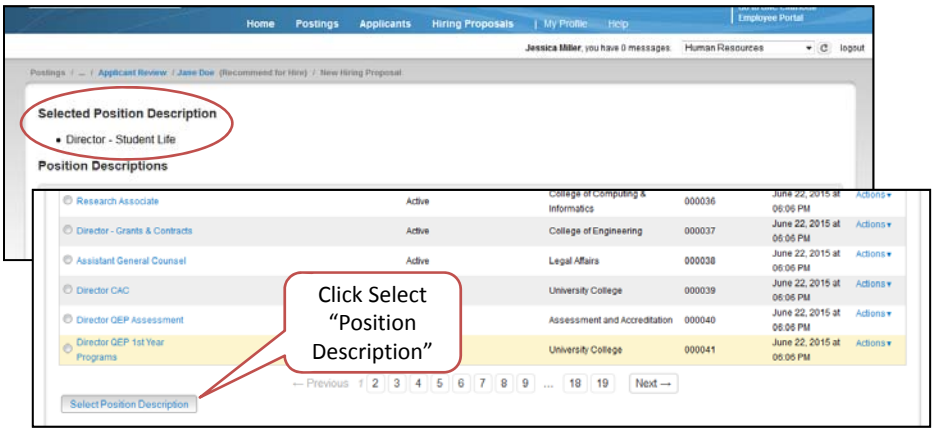
Hiring Proposal



- Make sure correct Position Description is selected.
- Click "**Select Position Description**"

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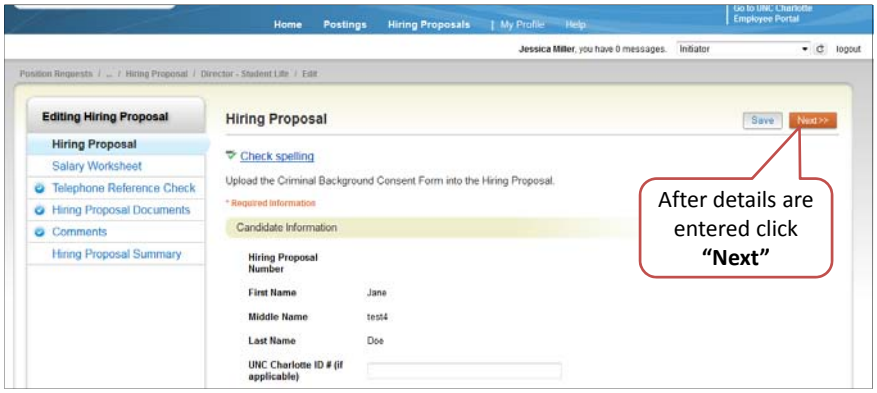
Hiring Proposal



- Fill in details and click "**Next**"

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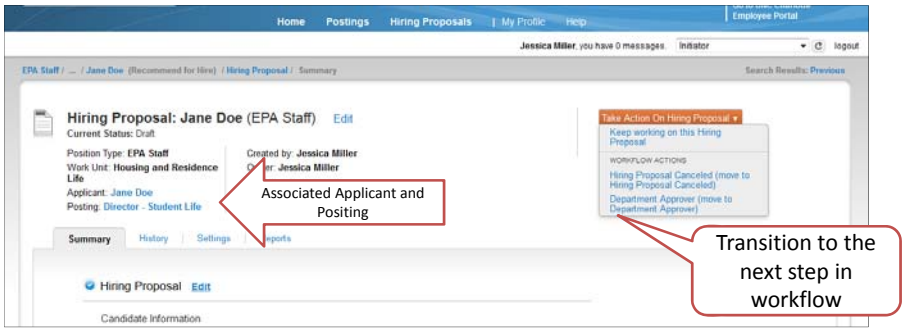

- Transition to next step in the process

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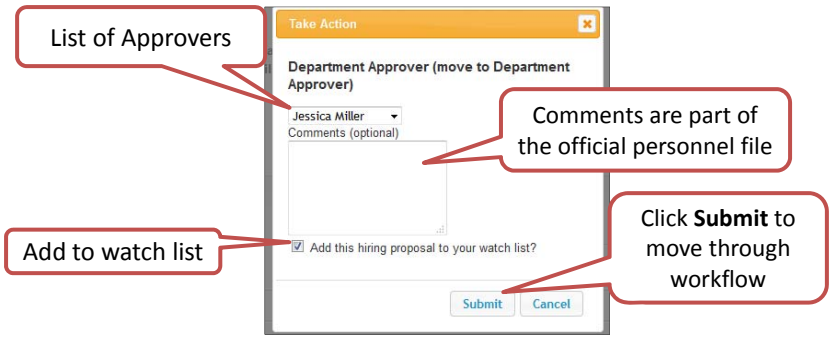
Hiring Proposal



- 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

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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

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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.

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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)*

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NinerTalent Support

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

Contact Us:

Employment Category	Name	Phone	Email
Faculty	Dawn Tench – Faculty Personnel Manager	7-5773	hftench@uncc.edu
Faculty	Jessica Miller – Technology Support Analyst	7-5771	jcharper@uncc.edu

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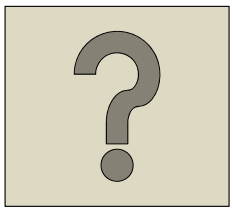

Any Questions??

Thanks for coming & Happy Hiring!

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