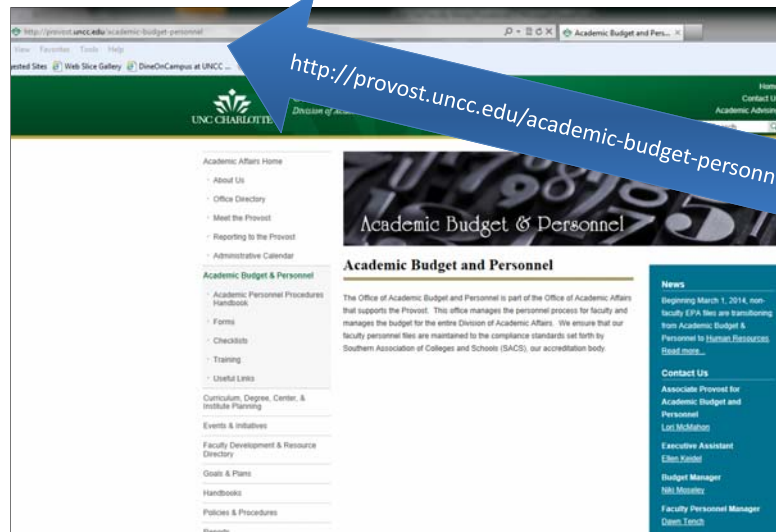


Procedures for Hiring Faculty at UNC Charlotte

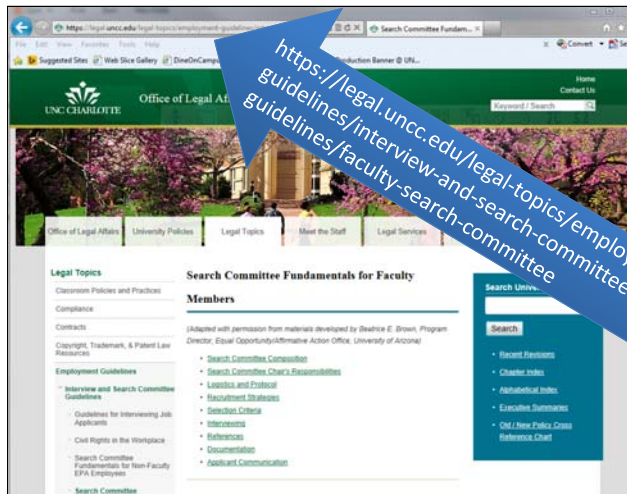


Tuesday, September 22, 2015
Dawn Tench & Jessica Miller

Academic Budget and Personnel Website



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



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



Faculty Hiring Checklist

 UNC CHARLOTTE 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		
<input type="checkbox"/>	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



Recruitment



Faculty Hiring & NinerTalent

Website: jobs.uncc.edu/hr

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

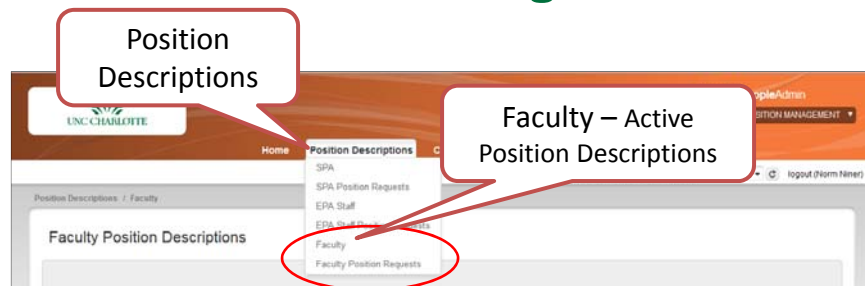


Preparing for Recruitment

- 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

The screenshot shows the 'Editing Position Request' page. On the left is a 'Position Description Navigation Menu' with items like 'Supervisor of Position', 'Funding Source', 'ADA Compliance Form', 'Supplemental Documenta...', 'HR Use Only', and 'Position Request Summary'. The main area is 'Position Details' with a 'Save' button and a 'Next >>' button. A callout points to the 'Next >>' button with the text 'Click Next to move to next tab'. Another callout points to the 'Departmental Information' section with the text 'Enter details in fields'. A third callout points to the navigation menu with the text 'Position Description Navigation Menu'. The UNC Charlotte logo is at the bottom right.

Position Management

The screenshot shows the 'Faculty New Position: Assistant Professor (Faculty)' summary page. It includes fields for 'Current Status: Initiator', 'Position Type: Faculty', 'Work Unit: COED Middle, Secondary, & K-12 Education', and 'Created by: Dawn Tench, Owner: Initiator'. A 'Take Action On Position Request' dropdown menu is open, showing options: 'Keep working on this Position Request' and 'Approver (move to Approver)'. A callout points to the 'Approver' option with the text 'Transition to the next step in the workflow'. Below the summary is a 'Position Details' section with a table for 'Departmental Information' showing 'Division', 'Department', and 'Work Unit: COED Middle, Secondary, & K-12 Education'. The UNC Charlotte logo is at the bottom right.

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.



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



UNC CHARLOTTE

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)



UNC CHARLOTTE

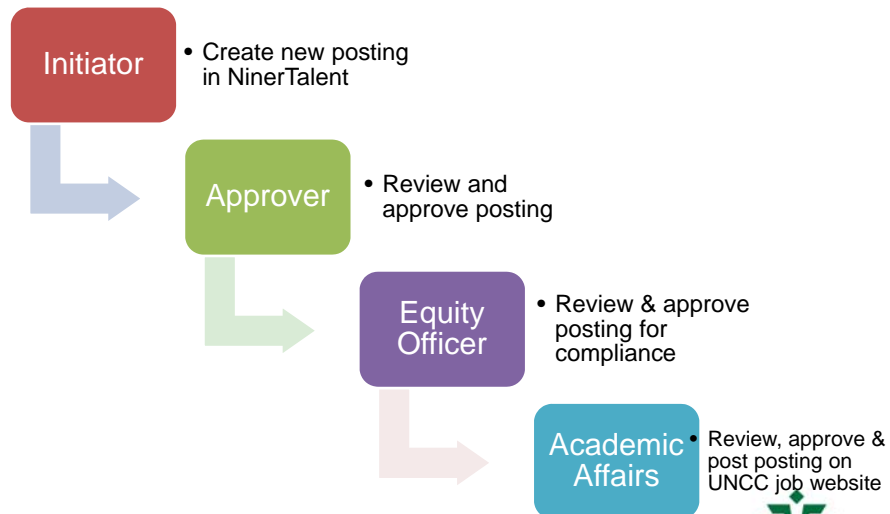
Begin Recruitment

- 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

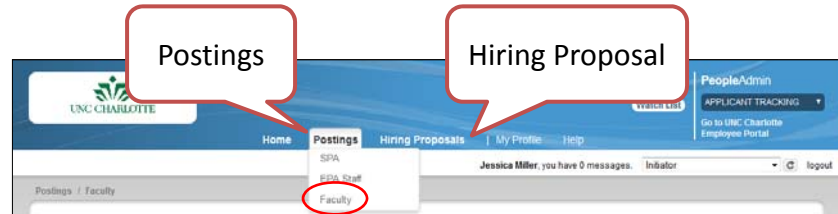
Suggested Wording – *As an EOE/AA employer and an ADVANCE Institution that strives to create an academic climate in which the dignity of all individuals is respected and maintained, the University of North Carolina at Charlotte encourages applications from all underrepresented groups. All finalists are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



NinerTalent Posting Workflow



Applicant Tracking



Common actions:

- Creating a Posting
- Hiring Proposal
- Viewing Postings and Active Applicants



Applicant Tracking



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



Applicant Tracking

Not used for faculty postings

To duplicate another posting

Most Common: to create the posting from a position description

Create New

What would you like to use to create this new posting?

- Create from Position Type**
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.
- Create from Posting**
Uses an existing posting as a template and automatically copies in most information.
- Create from Position Description**
Copies in most of the information from a position description.

Initiator chooses what will be used to begin the posting.



Applicant Tracking

Text search box

Click Actions -> Create From

Position Number	Working Title	Department	Status	Months per year	(Act)
(None)	Distinguished Professor	CHHS Public Health Sciences	Active	12	Act
(None)	Professor	CHHS School of Nursing	Active	12	Act
2087	Associate Dean for Academic Programs and Assessment	CLAS Associate Dean	Active	12	Act
3721	Assistant Professor	CLAS Chemistry	Active	9	Act
5000	Lecturer	COAA Art and Art History	Active	9	Act
4771	Assistant Professor	CHHS School of Nursing	Active	9	Act
3758	Associate Dean	COED Dean's Staff	Active	12	Act
7875	Clinical Assistant Professor - Nursing	CHHS School of Nursing	Active	12	Act

Locate the PD you want to use for the posting



Applicant Tracking

New Posting Create New Posting Cancel

*** Required Information**

Working Title * Assistant Professor

Organizational Unit

Division * Academic Affairs (Division)

College/Department * College of Education (Dept)

Work Unit * COED Counseling

Online Applications

Accept online applications?

Special offline application instructions

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



Applicant Tracking

Postings / Faculty / Assistant Professor (Draft) / Edit: General Information

Editing Posting Save Next >>

General Information

[Check spelling](#)

The information that is pre-populated below is information that was entered into the position number chosen. Please be aware that any information changed in the position description. Please enter the details requested below. If you have questions about this posting, please email to FacultyEmployment@unc.edu.

*** Required Information**

General Information

Position Number	4899
Working Title	Assistant Professor 3/18/2015
Division	Academic Affairs
Department	College of Education
Work Location	College of Education Building
Vacancy Open to	Please select This field is required.
Position Designation	Faculty

Posting Navigation Menu

Click **Next** to move to next tab

Enter details in fields



Applicant Documents

Save << Prev Next >>

Applicant Documents

Please choose the documents that you would like for the Applicant to upload during the application process. Documents marked as "Required" will force the applicant to upload before their application is complete. Applicants do not have to upload documents marked as "Optional" during the application process. Documents marked as "Not Used" will not appear as documentation an applicant can upload in the posting.

Order	Name	Not Used	Optional	Required
1	Cover Letter / Letter of Interest	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Curriculum Vitae	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Statement of Research, Teaching & Leadership	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Unofficial Transcripts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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



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 Committee Members

Save << Prev Next >>

There are two ways for Search Committee members to view applications. One is through a Guest User account, described on the previous tab and the other is via a Search Committee Member, described below. Guest User accounts will have one log-in for a specific posting. Search Committee Members will use their UNC Charlotte log-in credentials. Search Committee members can log in and view the posting with their own UNC Charlotte credentials, if they are UNC Charlotte employees with a UNC Charlotte email address. In order for the search committee members to view the posting with their own credentials they must be added as a Search Committee member on this page. Enter the search criteria below and click 'Search' to find the committee member. Click 'Add Member' to assign the search committee member.

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Search

Find a User to assign as a Search Committee Member.

Name	Email Address	Add Member
Jessica Miller	Jcharper@uncc.edu	Add Member <input type="checkbox"/> Make Member The Committee Chair

First Name _____
Last Name Miller _____
Email Address _____

Search

Search for search committee members

Are they the search committee chair?

Add the person as a search committee member

Used for on campus search committee members



Guest User

Postings / Faculty / Assistant Professor 3/18/2015 (Draft) / Edit: Guest User

Editing Posting

- General Information
- Posting Information
- Applicant Documents
- Search Committee Members
- Guest User**
- Advertising Plan
- Labor Market Availabil...
- Summary

Guest User

Save << Prev Next >>

There are two ways for Search Committee members to view applications. One is through a Guest User account described below and the other is via a Search Committee Member, described on the next tab. Guest User accounts will have one log-in for a specific posting. Search Committee Members will use their UNC Charlotte log-in credentials.

Guest users will be able to view information pertaining to this posting by using the credentials below. This includes applicants, applicant documents and references. If you would like to change the password, delete the default password that was created, enter the new password and click 'Update Password'. You have the option to send the Guest User login and password credentials directly to other guest users by entering their email address in the "Email Addresses" box below.

When entering email addresses of Guest User Recipients, you must click the 'Update Guest User Recipient List' box to save the email addresses to the list before clicking 'Save' or clicking 'Next'.

Want to give guests access to view this posting?

Create Guest User Account

Save << Prev Next >>

Click to create a Guest User Account

Used for off campus search committee members



Guest User

Postings / Faculty / Assistant Professor 3/18/2015 (Draft) / Edit Guest User

Editing Posting

- General Information
- Posting Information
- Applicant Documents
- Search Committee Members
- Guest User**
- Advertising Plan
- Labor Market Availabil...
- Summary

Guest User Save << Prev Next >>

There are two ways for Search Committee members to view applications. One is through a Guest User account described below and the other is via a Search Committee Member, described on the next tab. Guest User accounts will have one log-in for a specific posting. Search Committee Members will use their UNC Charlotte log-in credentials.

Guest users will be able to view information pertaining to this posting by using the credentials below. This includes applicants, applicant documents and references. If you would like to change the password, delete the default password that was created, enter the new password and click 'Update Password'. You have the option to send the Guest User login and password credentials directly to other guest users by entering their email address in the "Email Addresses" box below.

When entering email addresses of Guest User Recipients, you must click the "Update Guest User Recipient List" box to save the email addresses to the list before clicking "Save" or clicking "Next".

Guest User Credentials

Guest users may view this posting by using these credentials.

Username
gu4877

Password
ccaf7c Update Password

Email Addresses of Guest User Recipients

Email addresses (one per line)
bob@bankofamerica.com Update Guest User Recipient List

Change Guest User password

Send Guest User information to recipients

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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

Labor Market Availability	
Discipline or Speciality:	Computing & Informatics
Female:	18%
Minority Total:	22.50%
African American:	2.33%
Hispanic:	2.18%
Asian:	17.44%
American Indian:	.24%
Native Hawaiian/Other Pacific Islander:	0
Two or More:	.14%

- 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

Posting: Assistant Professor 3/18/2015 (Faculty)

Current Status: Draft
 Position Type: Faculty
 Work Unit: COED Counseling

Created by: Jessica Miller
 Owner: Jessica Miller

Take Action On Posting

- Keep working on this Posting
- Approver (Go to Approver)

Transition to next step in the workflow

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

General Information [Edit](#)

Position Number	4399
Working Title	Assistant Professor 3/18/2015
Division	Academic Affairs

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



REVIEWING APPLICANT POOL

HOW TO REVIEW APPLICANTS

Viewing Applicants

The screenshot shows the 'EPA Staff Postings' page. At the top, there are navigation tabs: Home, Postings, Hiring Proposals, My Profile, and Help. Below the navigation is a user profile for Jessica Miller. The main content area is titled 'EPA Staff Postings' and includes a search bar and a 'Create New Posting' button. A table lists various postings with columns for Division, Workflow State, Active Applications, Department, Position Number, Posting Name, and PA Date. A callout box with the text 'Click Actions -> View Applicants' points to the 'View Applicants' link in the 'Actions' column of the second row.

Division	Workflow State	Active Applications	Department	Position Number	Posting Name	PA Date	Actions
Business Affairs	Posted	0	Business Affairs VC	1234	Director - 48er Card Office	05/15/2015 11:15 AM	View Posting View Applicants
Business Affairs	Filled	1	Human Resources A/C	123456	Assistant Director	05/15/2015 11:15 AM	View Posting View Applicants
Business Affairs	Approver	0	Financial Services A/C	99998	Coordinator	05/15/2015 11:15 AM	View Posting View Applicants
Business Affairs	Filled	2	Classification/Compensation	00721	Associate Director	05/15/2015 11:15 PM	View Posting View Applicants



Viewing Applicants

The screenshot shows the 'Posting: Director - Student Life (EPA Staff)' page. It includes details such as 'Current Status: Posted', 'Position Type: EPA Staff', 'Work Unit: Housing and Residence Life', and 'Created by: Jessica Miller'. Below this is a navigation bar with tabs: Summary, History, Settings, Applicants, Reports, Hiring Proposals, and Associated Position Description. The 'Applicants' tab is active, showing a table of applicants with columns for Full Name, Workflow State (Internal), Application Date, and Combined Document. A callout box with the text 'Click Actions -> View Application' points to the 'View Application' link in the 'Actions' column of the second row.

Full Name	Workflow State (Internal)	Application Date	Combined Document	Actions
Talent, Hiner	Under Review by Hiring Department	July 07, 2015 at 07:57 AM	Generate Document	View Application
Admin, People	Under Review by Hiring Department	July 07, 2015 at 07:59 AM	Generate Document	View Application
Doc, John	Under Review by Hiring Department	July 07, 2015 at 07:59 AM	Generate Document	View Application
Doc, Jane	Under Review by Hiring Department	July 07, 2015 at 08:02 AM	Generate Document	View Application
Navel, Fuzzy	Under Review by Hiring Department	July 07, 2015 at 08:03 AM	Generate Document	View Application



Applicants EPA / Faculty Profile

Job application: Shelley Tremain (Faculty)
 Current Status: Under Review by Hiring Department
 Application form: Faculty / EPA Staff

Full name: Shelle
 Address: _____
 Created by: _____
 Owner: Initiator

Take Action On Job Application
 View Posting Applied To
 Preview Application
 Edit Application
 Reactivate

Username:
 Email: s.t@unc.edu
 Phone (Primary):
 Phone (Secondary):
 Position Type: Faculty
 Work Unit: Philosophy

Summary | Recommendations (0 of 0) | History | Reports

Personal Information [Edit](#)

Personal Information

First Name	Shelley
Middle Name	
Last Name	
Preferred Name	
Professional Title	Dr.
Address	
City/Province	
State	NA



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Viewing a Combined Document

Required Documents

No required documents added.

Optional Documents

Document Type	Name	Conversion Status
<input checked="" type="checkbox"/> Resume	Resume 06-04-15 12:49:57 (138 KB)	PDF complete
Cover Letter / Letter of Interest	-	-

Recommendation Documents

No recommendations submitted.

PDF Documents

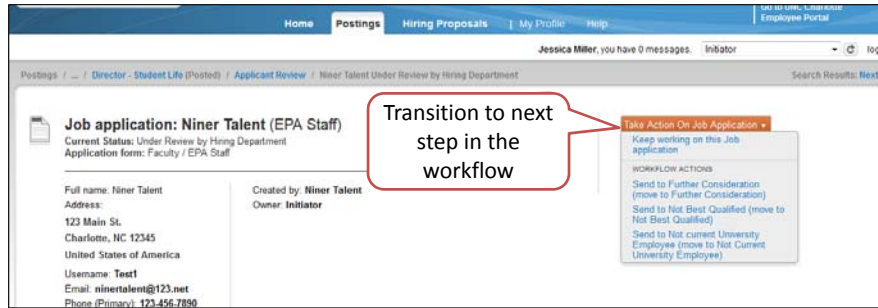
Document Type	Actions
Application	View
Combined Document	Generate

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



UNC CHARLOTTE
Academic Affairs

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

Full Name	Workflow State (Internal)	Application Date
Talent, Niner	Under Review by Hiring Department	July 07, 2015 at 07:57 AM
Admin, People	Under Review by Hiring Department	July 07, 2015 at 07:59 AM
Doe, John	Under Review by Hiring Department	July 07, 2015 at 07:59 AM
Doe, Jane	Under Review by Hiring Department	July 07, 2015 at 08:02 AM
Navel, Fuzzy	Under Review by Hiring Department	July 07, 2015 at 08:03 AM
Biscuit, Sea	Under Review by Hiring Department	July 07, 2015 at 08:03 AM

Select the document type(s) to use.

- Application and All Documents
- Only These Document Types
 - Application Data
 - Resume
 - Cover Letter / Letter of Interest
 - Unofficial Transcripts
 - Reference Letter

Submit Cancel

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Moving Applicants Status in Bulk

Check applicants whose status you wish to change

Click Actions -> Move in Workflow

Full Name	Workflow State (Internal)	Application Date
Talent, Niner	Under Review by Hiring Department	July 07, 2015 at 07:57 AM
Admin, People	Under Review by Hiring Department	July 07, 2015 at 07:59 AM
Doe, John	Under Review by Hiring Department	July 07, 2015 at 07:59 AM
Doe, Jane	Under Review by Hiring Department	July 07, 2015 at 08:02 AM
Navel, Fuzzy	Under Review by Hiring Department	July 07, 2015 at 08:03 AM
Biscuit, Sea	Under Review by Hiring Department	July 07, 2015 at 08:03 AM

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- 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

Editing: Workflow States for 2 Applicants

Choose the Applicant Status

Change for all applicants:

Applicant	Current State	New State	Reason
Katy Goodmen	Further Consideration	<input type="text" value="Select a workflow state..."/>	
Randy Wade	Further Consideration	<input type="text" value="Select a workflow state..."/>	

Save changes or Cancel

Click **Save Changes** when complete

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

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



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



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.





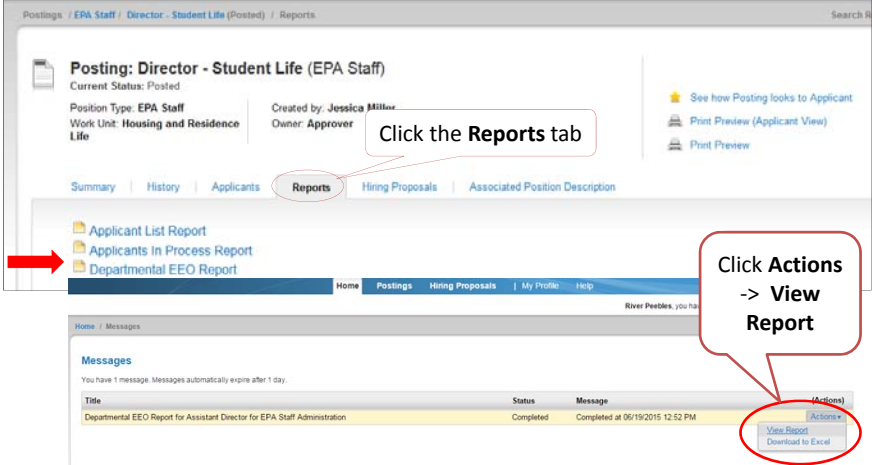
UNC CHARLOTTE

Academic Affairs

HOW TO REVIEW EEO REPORT

COMPARING DEPARTMENTAL EEO REPORT TO THE LABOR MARKET AVAILABILITY DATA

Departmental EEO Report




Posting: Director - Student Life (EPA Staff)
Current Status: Posted
Position Type: EPA Staff
Work Unit: Housing and Residence Life
Created by: Jessica Miller
Owner: Approver

Click the Reports tab

Click Actions -> View Report

Click Reports tab, Click Departmental EEO Report
Click Actions -> View Report



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Labor Market 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	0	0	0	0
Total	0	1	1	1	1	1	0	0	0	0	0

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

EEO Report – Applicant data

Labor Market Availability Data Tab

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).





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)



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.



UNC CHARLOTTE

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>)



UNC CHARLOTTE

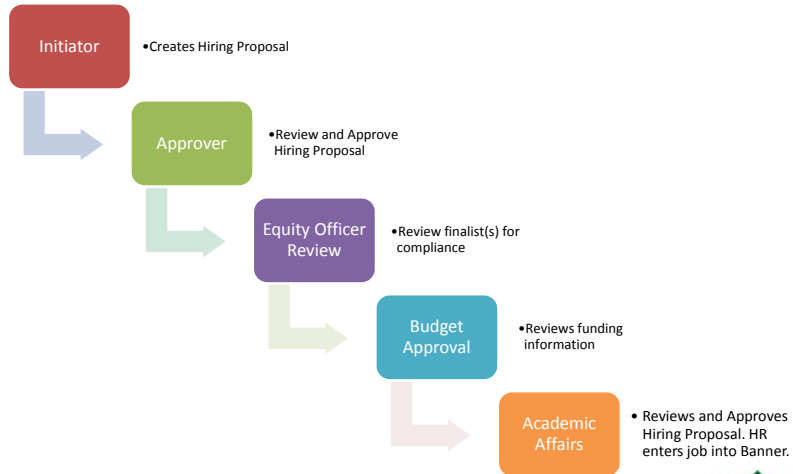


HIRING PROPOSAL

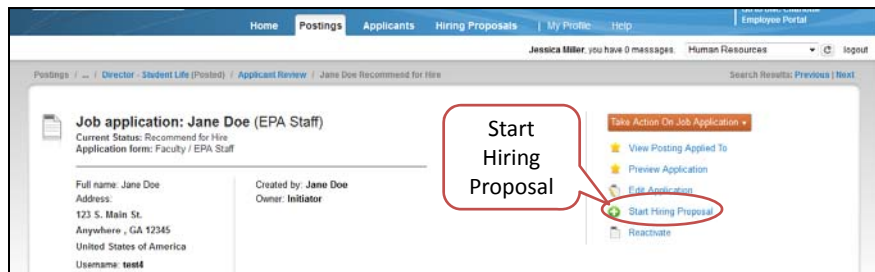
Appointment

- 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



Hiring Proposal



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



Hiring Proposal

Selected Position Description

- Director - Student Life

Position Descriptions

Research Associate	Active	College of Computing & Informatics	000036	June 22, 2015 at 06:05 PM	Actions
Director - Grants & Contracts	Active	College of Engineering	000037	June 22, 2015 at 06:05 PM	Actions
Assistant General Counsel	Active	Legal Affairs	000038	June 22, 2015 at 06:05 PM	Actions
Director CAC		University College	000039	June 22, 2015 at 06:05 PM	Actions
Director QEP Assessment		Assessment and Accreditation	000040	June 22, 2015 at 06:05 PM	Actions
Director QEP 1st Year Programs		University College	000041	June 22, 2015 at 06:05 PM	Actions

Select Position Description

Click Select "Position Description"

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



Hiring Proposal

Editing Hiring Proposal

Hiring Proposal

Check spelling

Upload the Criminal Background Consent Form into the Hiring Proposal.

Required Information

Candidate Information

Hiring Proposal Number

First Name: Jane

Middle Name: test4

Last Name: Doe

UNC Charlotte ID # (if applicable)

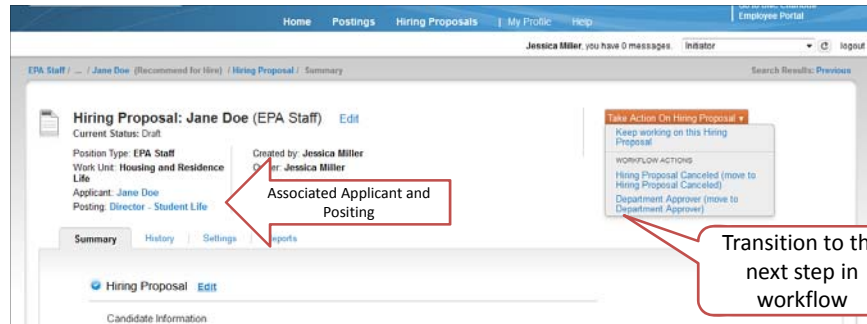
Save Next >>

After details are entered click "Next"

- Fill in details and click **“Next”**



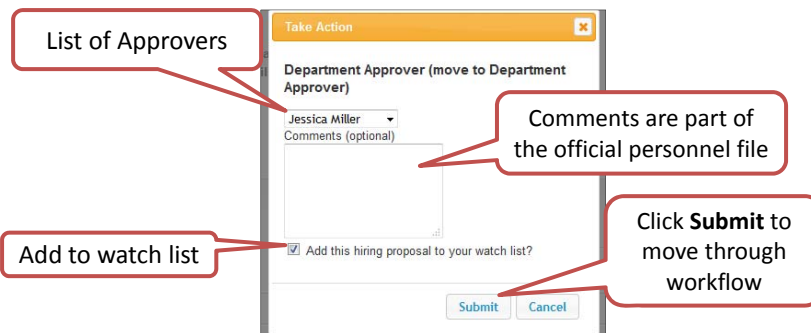
Hiring Proposal



- Transition to next step in the process



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



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.



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>



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

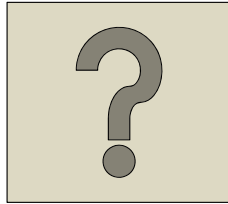
- Academic Affairs – Budget & Personnel Website: <http://provost.uncc.edu/academic-budget-personnel>
- NinerTalent Website: <http://hr.uncc.edu/ninertalent>
- Email: ninertalent@uncc.edu

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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