

Louisiana State University at Alexandria

Faculty Employment Procedure

Revised August 1, 2005

This document describes the procedures whereby faculty are hired by Louisiana State University at Alexandria. Full and part-time faculty are discussed separately since the hiring procedures for part-time faculty are generally abbreviated compared to hiring procedures for full-time faculty. All faculty must meet specific criteria regarding their formal preparation. Faculty credentialing is described in detail in the section on faculty hiring. Please refer to PM 23 (Ranks, Provisions, and Policies Governing Appointments and Promotions of the Academic Staff) for additional information on this subject.

I. FULL-TIME EMPLOYMENT

A. PRE-RECRUITMENT

All new positions and positions to fill vacancies must be approved by the Chancellor. The department chair responsible for the unit in which the vacancy occurs or the new position is needed will initiate the recruitment process by directing a written memorandum to the appropriate dean requesting the position(s). This memorandum should indicate why the position is needed and, if temporary, the time period needed. If approved by the dean, the request is sent to the Provost and Vice Chancellor for Academic and Student Affairs for consideration. If approved by the Vice Chancellor, the request will be forwarded to the Chancellor. Approval by the Chancellor will activate the next step in the process.

When a full-time faculty position is approved (either new or replacement), the department chair is responsible for assuring the remaining steps in the process are conducted according to these procedures.

B. RECRUITMENT

Procedures to be followed for placing an advertisement are as follows:

- An advertisement (including the required EEO statement) is developed by the department chair, with input from the faculty, and submitted for approval to the dean. Revisions of the original departmental recommendation should be discussed with the department chair prior to submission for placement.
- Upon approval, the dean submits the advertisement to the Provost and Vice Chancellor for Academic and Student Affairs.

- Upon approval by the Vice Chancellor and the Chancellor, the advertisement and a requisition for placement of the ad are sent to the Vice Chancellor for Finance and Administrative Services.
- A copy of the advertisement is provided to Human Resource Management.

Applications and supporting information should be mailed directly to the appropriate department chair. Faculty positions are usually advertised for two (2) weeks. The departments may provide Academic Affairs with a preferred avenue of discipline specific venues.

All applications are date stamped and recorded in a log maintained by the department. The department acknowledges receipt of application materials and answers requests for additional information regarding the vacancy, including counseling applicants as to the minimum qualifications for the position.

Departmental faculties shall establish search committees for initial appointments. A representative from Human Resource Management will attend the first meeting to discuss E.E.O. Guidelines and other relevant eligibility concerns/practices. Faculty in the same and closely related disciplines shall be represented on the search committee. The search committee will consult with the appropriate departmental faculty, each of whom shall have access to the search committee's records. Proceedings and deliberations of each search committee shall be recorded. Faculty shall recognize the individual's privacy rights with respect to personnel records. The recommendations of the search committee will be submitted to the appropriate departmental faculty for their recommendations and subsequently to the department chair and other administrative officers.

Copies of the College and University Personnel Association Interviewing Guide for Supervisors have been distributed to each department for use by the department chair and committee members. The search committee and the department chair work together to develop guidelines and procedures to be followed during the interview. These may include:

- Any written component of the interview, if used
- Core questions to be asked of all candidates (the purpose of core questions is to insure some degree of consistency in the process). Other questions may be asked by any committee member.
- The voting process
- Interview schedule

During the recruitment phase, the department chair or designated faculty contacts other organizations, individuals, and part-time faculty to advise them of the position. All correspondence and applications for the vacancy are forwarded to the appropriate department. All candidates, including current employees of the university, are required to submit a letter of interest and an updated resumé for each specific position. Unofficial copies of all college transcripts and the names of three references must be submitted with the application.

C. SCREENING

The chair of the search committee convenes the committee to screen applicants. Typically, members of the committee are given several days to become familiar with the applications prior to the first formal meeting. Applications are screened to insure that candidates meet the minimum criteria specified in the "qualifications" section of the position advertisement.

Typically, faculty who are hired at the rank of assistant professor or higher are required to have a terminal degree in the teaching discipline or in a closely related discipline. All faculty teaching junior/senior level courses must have some graduate course work in the area of the course to be taught. Faculty at an instructor rank who teach courses that are part of a baccalaureate program are required to have a Master's degree which includes eighteen (18) graduate hours in the teaching discipline. Faculty who teach in career education programs that are not intended to be part of a baccalaureate program are required to have a minimum of a bachelor's degree; work experience in the teaching discipline is either required or preferred. Please refer to the section titled Faculty Credentialing Procedures located on page seven of this document.

A telephone interview should be conducted to facilitate candidate selection. The search committee should use a standard set of questions for this step in the process.

When the screening process is concluded, typically three candidates are recommended for interview for a faculty position and three to five for department chair or dean. The recommendation is communicated in writing from the department chair to the appropriate dean prior to proceeding to the next step. The appropriate college dean will normally review and indicate approval of the interview list prior to review by the Provost and Vice Chancellor for Academic and Student Affairs. Screening for potential interviews should include a review of credentials

(transcripts, licenses, etc.) and a documented reference check. A review by Human Resource Management staff must be included. If a potential interviewee is not approved by the dean or other administrative level, reasons for disapproval will be formally discussed with the search committee and other involved persons.

D. INVITATION FOR INTERVIEW

After receiving approval of the dean and the Provost and Vice Chancellor for Academic and Student Affairs of selected candidates, the department chair insures that candidates recommended for interviews are contacted and invited for an interview. The department chair sends a letter to each candidate who accepts the interview invitation to confirm the date and time of the interview. Applicants selected for interview are asked to provide three recent letters of recommendation. The letters of recommendation must be provided before a contract letter will be written. When an invitation is extended, candidates are informed of their share (if any) of the travel costs. The department chair has the interviewee sign a travel authorization form and a travel reimbursement form during his/her visit to campus. Typically, the university pays for one-night hotel accommodations, reasonable airfare or mileage, and meals for the interviewee. The department chair is responsible for submitting the travel reimbursement form to Accounting Services and Bursar Operations after all receipts for allowable expenses have been obtained from the interviewee. It is strongly suggested that at least a full day be allowed for the interview process.

E. INTERVIEW

The department chair in conjunction with the search committee chair structures the interview process.

The candidate will be interviewed by the dean, Provost and Vice Chancellor for Academic and Student Affairs and the Chancellor. The candidate will be asked to make a formal presentation before the departmental faculty and participate in a forum for departmental faculty, staff, and/or students who were not a part of the formal interview process.

The interview process should include opportunities for formal and informal interaction by all parties involved. This may include lunch and/or dinner with groups of faculty or others (Dutch treat), a campus tour for the candidate, etc.

All candidates interviewed should have an opportunity to meet with a representative of Human Resource Management and should be given information on benefits.

Upon conclusion of all interviews, the departmental faculty votes by written ballot and the candidates who receive the highest number of votes are recommended for potential employment. The department chair retains the tally of voting and records on how members of the department voted and notes they made during the interviews for a minimum of two years. (If required, the university will need to produce a written record of the voting by each committee member in accordance with the Public Records Act.)

F. SELECTION

Typically one to three candidates are recommended for offer of employment; the names of recommended candidates may be numerically ranked by the committee.

The department chair completes the LSUA Faculty/ Professional Staff Hiring Checklist (copy attached) and assembles required documentation. Completion of this checklist verifies receipt of a letter of application, a vita, three recent letters of reference, transcripts from all universities attended (if copies, originals must be provided prior to the effective date of employment), a completed certification of Proficiency in Written and Oral English, and credentials documentation.

The complete hiring package for each recommended candidate is conveyed to the appropriate dean with a memorandum recommending hiring. The memorandum should include a suggested rank, tenure, and salary. If recommended for tenure, a majority of the tenured faculty of the department should approve this recommendation along with the chair, dean, Provost and Vice Chancellor for Academic and Student Affairs, and Chancellor. Any recommendations for a rank other than that advertised for the position must be explained and/or documented in detail.

The dean makes his/her own recommendation and forwards the complete hiring package to the Provost and Vice Chancellor for Academic and Student Affairs. Official transcripts of all college work must be on file in Human Resource Management prior to the first day of employment.

If approved by the Provost and Vice Chancellor for Academic and Student Affairs, the recommendation to hire is forwarded to the Chancellor for

final approval. If the recommendation is approved by the Chancellor, the candidate is telephoned by the dean or other delegated administrator. The position and salary to be offered are discussed with the candidate. If the candidate verbally indicates a willingness to accept the position, the Chancellor is notified.

At this point, the Chancellor sends a formal job offer letter to the candidate. The candidate must return the original signed job offer letter to finalize the hiring process.

G. POST-SELECTION

Once the candidate accepts the position, the Chancellor's Office forwards the complete hiring package to Human Resource Management. Human Resources Management completes the appropriate forms required to initiate employment and payroll.

During the hiring of a new faculty member and before employment begins (whether full- or part-time), several items must be completed and/or filed in Human Resource Management. The prospective faculty member must complete the following: LSUA Employee Information Form, copy of applicant's social security card, completed loyalty oath, W-4 withholding tax form. This information must be on file in Human Resource Management prior to issuance of the first pay check.

Upon receipt of a signed job offer letter, the department chair immediately sends a letter of regret to the other applicants. The department chair also completes and submits an Affirmative Action Compliance Report to Human Resource Management within ten (10) calendar days of the date of hire.

All applicant files with copies of all correspondence, including e-mail messages, generated by the department chair are forwarded to the appropriate dean's office. These materials, including the list of applicants and other pertinent recruitment materials, are retained in the dean's office for a minimum of three (3) years.

In compliance with the 1986 Federal Immigration Reform and Control Act, employers are prohibited from hiring anyone other than American citizens and aliens who are authorized to work in the United States. Employers are required to verify employment eligibility at the time of employment. Verification consists of completing a one-page form (1-9)

and proving eligibility by displaying appropriate documents such as a driver's license, social security card, etc..

H. FACULTY CREDENTIALING PROCEDURE

1. Faculty Credentials Documentation Review Sheet (attached)

This form verifies that the faculty teaching credentials, including transcripts and other exhibits, have been reviewed by appropriate academic administrators, including the department chair, dean, and Provost and Vice Chancellor for Academic and Student Affairs.

2. Documentation of Faculty Credentials Form (attached)

This multiple page form is used to record the college degree information. Each university from which the candidate has graduated or attended must be listed on this form. Typical information to be included on the form includes name of degree, name of institution, major of the degree, and date the degree was awarded. Additionally, the form provides a place to indicate the presumed teaching assignment for the candidate. In the event that the candidate does not have a graduate degree in the discipline for which teaching assignments are anticipated, the form includes a place to list specific graduate courses in the appropriate teaching discipline. In the event that the individual lacks a graduate degree in the discipline and also lacks 18 graduate hours in the discipline, the form also provides a location to explain other experience or basis for recommending the candidate. When this form is submitted, all transcripts and other supporting documents that were used to complete the form must be attached.

3. Certification of Proficiency in Written and Oral English Form (attached)

This form is used to verify that the candidate was able to converse effectively in English as judged during the interview process. The form also certifies that the candidate has presented evidence that the he/she is able to write in English in an acceptable manner. A copy of a writing sample must accompany this form. See LSUA Policy Statement 232 for additional information.

II. PART-TIME EMPLOYMENT

A. ADJUNCT FACULTY

Hiring of adjunct faculty is the responsibility of the department chair with the assistance of the dean. The recruitment and selection process is somewhat abbreviated compared to that for full-time faculty as described elsewhere in this manual. The Office of Academic Affairs may assist in developing a pool of applicants by conducting advertisement in local newspapers as needed, and on request by department chairs through the appropriate dean. Once a candidate is identified for an adjunct faculty position, the department chair reviews the applicant's credentials, conducts an interview, if warranted, and submits the name for approval to the appropriate dean. It is important to note that teaching credentials must meet the same minimum standard as those for full-time faculty who may be teaching the same course or similar courses. Adjunct contracts are offered for the duration of an individual semester; and, offering a contract for a given semester does not imply an intention on the part of the university to offer additional contracts in the future.

When the decision to hire adjunct faculty has been made, the department chair must submit a part-time appointment form along with a vita, three recent letters of reference, unofficial copy of college transcripts, documentation of faculty credentials, and certification of proficiency in written and oral English through the appropriate dean to the vice chancellor for academic affairs. Faculty credentialing forms may be submitted to the Office of Academic Affairs in advance of the semester for which the adjunct is to be hired. Official copies of all transcripts must be in the personnel file prior to issuance of the first pay check.

LSUA Faculty/ Professional Staff Hiring Checklist

_____ Original Letter of Application

_____ Vita

_____ Three Recent Letters of Reference

References Checked:

_____ University/Business	_____ Contact	_____ By	_____ Date
_____ University/Business	_____ Contact	_____ By	_____ Date
_____ University/Business	_____ Contact	_____ By	_____ Date

_____ Transcripts

_____ University	_____ Degree
_____ University	_____ Degree
_____ University	_____ Degree

_____ *Certification of Proficiency in Written and Oral English

_____ *Faculty Credentials Documentation Signed By _____

* Not applicable for professional staff.

LOUISIANA STATE UNIVERSITY AT ALEXANDRIA
Faculty Credentials Documentation Review Sheet

Faculty Member: _____

Person Completing Documentation: _____

Department Chair's Review:

Signature: _____ Date: _____

Dean's Review:

Signature: _____ Date: _____

Vice Chancellor's Review:

Signature: _____ Date: _____

This completed sheet, along with the originals of all credentialing materials, will be placed in the faculty member's personnel file.

**LOUISIANA STATE UNIVERSITY AT ALEXANDRIA
DOCUMENTATION OF FACULTY CREDENTIALS**

Faculty Member: _____

Degrees Received:

Degree	Subject Area	Institution	Date Degree Received	Transcript ✓

Course(s) Taught: _____

Basis for qualification: (Check One)

Graduate Degree in Major _____

Graduate Coursework _____

Other Justification _____ (See attached documentation)

Course Prefix & Number	Course Title	Credit Hours	Institution	Completion Date	✓ = descr/syll attached

DOCUMENTATION OF FACULTY CREDENTIALS (Continued)

Faculty Member: _____

Course(s) Taught: _____

Basis for qualification: (Check One)

Graduate Degree in Major _____

Graduate Coursework _____

Other Justification (See attached documentation)

Course Prefix & Number	Course Title	Credit Hours	Institution	Completion Date	✓ = descr/syll attached

DOCUMENTATION OF FACULTY CREDENTIALS (Continued)

Faculty Member: _____

Course(s) Taught: _____

Justification:

Campus Correspondence

**Louisiana State University
at Alexandria**

TO: Provost and Vice Chancellor for Academic and Student Affairs

FROM: Chair, Department of _____

THROUGH: Dean, College of _____

DATE:

RE: Certification of Proficiency in Written and Oral English

_____ has applied for the position of
(Applicant's Name)

_____ in the Department of _____.

I attest that the above named individual has demonstrated proficiency in spoken English during a pre-employment interview. This individual has also demonstrated proficiency in written English via submission of the attached writing sample.

Enclosure: Writing Sample

Copies distributed by Academic Affairs: _____ Date original forwarded to Human Resources _____ Date signed copy returned to appropriate department office.
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FLOW - CHART SUMMARY

Vacancy or new position approval

Advertisement approval

Establish search committee and chairperson

1st meeting:

- Representative from HRM must be invited to discuss EEO guidelines and other relevant eligibility concerns/practices.
- Specifics to keep in mind
 - ▶ Access to search committee records available in all Departmental faculty
 - ▶ Proceedings of committee shall be recorded
 - ▶ Privacy rights maintained
 - ▶ Recommendations submitted to departmental faculty, to department chair and other administrative officers
- Prior to the Interview
 - ▶ Committee and chair work together to develop guidelines and procedures for interviews
 - ▶ Candidates must submit letter of interest, updated resume, unofficial copies of all college transcripts and three (3) contacts
- Screening
 - ▶ Chair of the search committee convenes committee to screen applicants
 - ▶ Committee ensures minimum criteria for qualifications from the advertisement
 - ▶ Must include review of credentials, documented reference checks, a review of HRM staff, etc.
- Telephone interviews should be conducted
 - ▶ should use a standard set of questions for all candidates
- The Interview
 - ▶ Typically three (3) candidates are recommended for interview
 - ▶ Recommendation of interviews communicated in writing to dean from department chair (who indicates approval of interview list)
 - ▶ Committee structures interview (e.g., formal presentation, faculty forum or fora, & student input)
 - ▶ Opportunity to meet with HRM, Department Chair, Dean and Vice Chancellor and Chancellor
 - ▶ Faculty of the department votes by written ballot, retain tally
 - ▶ May rank order candidates prior to forwarding to Department Chair

