

HIRING FOR FACULTY AND STAFF POSITIONS POLICY

POLICY NO.:	HR400-06
RESPONSIBLE ADMINISTRATOR:	Vice President of Human Resources
RESPONSIBLE OFFICE:	Department of Human Resources
ISSUE/EFFECTIVE DATE:	01/01/2024
REVISION DATE:	

1.0 POLICY PURPOSE

The purpose of this policy is to establish Harris-Stowe State University's (HSSU) hiring practices. HSSU encourages applications from a diverse candidate pool, conducts fair and equitable recruitment processes, and hires the best-qualified candidates for faculty positions.

2.0 TO WHOM THE POLICY APPLIES

This policy applies to faculty and staff positions at the University.

3.0 POLICY STATEMENT

The recruitment of candidates for positions at HSSU is the mutual responsibility of Human Resources and the department which has the Job Vacancy. Candidates are sourced through recruitment efforts designed to attract a diverse applicant pool comprised of individuals whose backgrounds, skills, and experience will be given full consideration in our selection processes.

All open positions must be posted on the University's career site for a minimum of five (5) business days. Under certain limited circumstances, the President may approve a request for a waiver of the posting process.

Human Resources (with the approval of the President and Chief Financial Officer) is solely responsible for authorizing Employment Offers or employment changes to hire, promote, establish, or change a salary. Hiring departments are not authorized to make binding offers of employment or discuss compensation.

All offers of employment are contingent upon completion of a background check and/or education verification satisfactory to HSSU.

4.0 DEFINITIONS

For purposes of this policy, the terms below have the following definitions:

Applicant: A person who applies to an open position at the University.

Candidate: A person who applies to and is under consideration for an open position at the University.

Job Vacancy: An open position that the department wishes to fill.

Employment Offer: A conditional offer of employment must be accepted before proceeding with pre-employment screenings.

5.0 RESPONSIBILITIES

All individuals to whom this policy applies are responsible for becoming familiar with and understanding the hiring processes for faculty and staff positions. University managers and supervisors are responsible for promoting the understanding and support of this policy and hiring processes for staff positions.

Hiring Departments are responsible for:

- Justifying the need to fill a vacant position or create a new position.
- Assigning job responsibilities to a position through the preparation of a written job description.
- Providing written justification to support a request to waive a search.
- Reviewing application materials and conducting a fair and equitable interview and selection process.
- After identifying a desired candidate submit an EAF with the desired salary to be offered.

Human Resources is responsible for:

- Providing consultation on tactical plans to fill the vacancy including sourcing, advertising, and other methods to attract qualified applicants.
- Screening and interviewing candidates as applicable.
- Serving on search committees as applicable.
- Reviewing hiring reports and authorizing hires.
- Developing a hiring plan to attract a diverse applicant pool.
- Compensation review and analysis.
- Initiating hiring process steps which include, but are not limited to, background screening and other required screenings.
- Making verbal offers to candidates.
- Sending out an offer letter if a verbal offer is accepted.
- Requesting copies of official transcripts and forwarding them to the Provost for review and approval.

6.0 FACULTY CREDENTIALING POLICY

I. Introduction

- Purpose: To ensure that faculty members meet the necessary qualifications and academic credentials for their respective positions.
- Scope: This policy applies to all faculty and adjunct (inclusive of University staff) hiring processes at Harris-Stowe State University.

II.

- Define key terms such as faculty, adjunct, credentials, and qualifications
- Academic Credentials: All degrees must have been conferred by accredited colleges or universities.
- Faculty Credentials: Academic qualifications faculty members possess in order to instruct the University's courses.

III. Academic Credentials Verification Guidelines

- At the onset of the hiring process, Academic Deans and Chairs will identify qualified faculty members according to their academic credentials (unofficial transcripts) and resumes in conjunction with qualifications as outlined in the Job Description.
- Faculty should have a terminal degree in the discipline in which they teach/or in which they develop curricula.
- Faculty members teaching undergraduate courses must hold a master's degree in the discipline in which he or she is teaching.
- A faculty member who holds a master's degree or higher in a discipline other than in which he or she is teaching, the faculty member must have completed a minimum of 18 graduate credit hours in the discipline.
- After review of academic credentials and resume The Office of Provost will grant final hiring approval. Before the start date, the faculty member's official transcripts must be sent to the Office of Human Resources

IV. Required Credentials

- List the specific educational qualifications, certifications, and licenses required for each type of faculty position (e.g., professor, adjunct faculty, lecturer).

V. Documentation and Record-Keeping

- On an annual basis, documentation of faculty credentials is reviewed by the Office of Academic Affairs and Human Resources.
- Each semester, the Academic Chair and Dean will review credentials to ensure that courses are staffed by appropriately credentialed faculty.
- Faculty members' academic credentials and resumes will be included in personnel files in the Office of Human Resources.

VI. External Verification

- Harris-Stowe State University works

VII. Ongoing Monitoring

- On an annual basis, faculty credentials will be reviewed by the Office of Academic Affairs. Additionally, faculty members' credentials will be reviewed in alignment with the University's Tenure and Promotion Policy.

VIII. Confidentiality

- All personnel records are maintained in Human Resources in a locked file room.
- Managers and Supervisors do not maintain separate files with personal protective information including resumes and transcripts.

IX. Exceptions and Appeals

- Explain the process for faculty candidates to appeal credential verification decisions.
- Define the roles and responsibilities of the appeals committee.

X. Compliance

- Acknowledge the university's commitment to complying with relevant laws, regulations, and accreditation standards related to faculty credentialing. Harris-Stowe State University's guidelines for hiring and maintaining appropriately credentialed faculty are aligned with standards set by the Higher Learning Commission (HLC). All of the University's faculty are required to meet guidelines established by HLC.

XI. Review and Revision

The information will periodically be reviewed by the Office of the Provost and Human Resources.

XII. Contact Information

- Questions related to faculty credentialing should be directed to the Office of Academic Affairs.

7.0 CONSEQUENCES FOR VIOLATING THIS POLICY

Failure to comply with this and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable (e.g., staff, faculty, student) disciplinary procedures.

8.0 RELATED INFORMATION

This policy is not a legal document. This policy does not confer a term of employment, nor is the language intended to establish a contract of employment, express or implied, between any employee and HSSU. The University reserves the right to change, amend, or terminate any of its human resources policies at any time for any reason.

The following information complements and supplements this document. The information is intended to help explain this policy and is not an all-inclusive list of policies, procedures, laws, and requirements.