College of Arts & Letters - Non-Regular Faculty Hiring Process (new hires)

For questions, please contact Kim Harness in the Dean’s Office (1-4494 or kharnes4@nd.edu)

Prior to Opening the Search

1. Requests for non-regular faculty hiring are made by the departments to the college in late February/early March each year. The Dean’s Office will inform department chairs of approved non-regular faculty hires via email no later than March 31, 2021 each year with a goal to provide this information by mid-March. All non-regular faculty hiring needs to be approved in advance by the Dean’s Office.

2. Once a search is authorized by the Dean’s Office please:
   a. Create a search committee (refer to College/School/Department organization plans).
   c. Draft a position description that addresses diversity objectives, clearly articulates responsibilities and qualifications, and includes a definitive close date. (Example position description)
   d. Create a candidate assessment rubric based on the position description.
   e. Submit the position description and candidate assessment rubric to the divisional associate dean for review and approval
   f. Once step E above is complete - the Dean’s Office recommends seeking Office of Institutional Equity (OIE) review of the position description prior to creating the search posting

Creating the Search Position

1. Reach out to the Asst. Program Director, Finance and Administration (Kim Harness) to obtain the position number for the posting. This is needed to ensure the job creation at the end of the process is completed seamlessly and that adequate funds for the position are approved.

2. Create the search posting in Interfolio. (See list of requirements to collect from all applicants). Kim Harness will review posting for appropriate title, position number, and other details before approving. (If a single candidate has already been identified for a position, please include the term ‘Preferred Candidate’ without the name of the candidate in the title.)

3. Submit the position to the Provost Faculty Positions website if there is no preferred candidate.

4. Non-regular faculty postings are not automatically advertised via Job Elephant. To request advertising, please contact Kim Harness.

Once the posting closes

1. Once the position close date has passed, unpublish the posting through the Interfolio position set up and ensure the position has been removed from the facultypositions.nd.edu page. (see product help in Interfolio for details)

Formulating the long list

1. For searches with no preferred candidate, the search committee reviews applicants to narrow
down to a Long List\(^1\).

- The search committee chair(s) or position administrator applies an Applicant Status of “General Pool Only” and a disposition code to those applicants not selected to move forward to the Long List.
- The search committee chair(s) or position administrator designates those applicants moving forward by changing the Applicant Status to “Long List” in Interfolio.

**Creating the short list**

- Search committee reviews applicants to narrow down the pool to a Short List\(^2\).
  - The search committee chair(s) or position administrator applies a disposition code to those not selected to move forward to the Short List.
  - The search committee chair(s) or position administrator designates those applicants moving forward by changing the Applicant Status to “Short List” in Interfolio.
- Search Committee reviews applicants to select finalists for on-campus interviews.
  - The search committee chair(s) or position administrator applies an Applicant Status of “On-Campus Interview” to those selected for an on-campus interview.
  - The search committee chair(s) or position administrator applies a disposition code to those not selected for an interview.

**Conducting the on-campus interviews**

- Search Committee conducts interviews.
  - The search committee chair(s) or position administrator applies a disposition code to those not selected for hire.
  - Any candidates that were offered a position but rejected the offer should have their Applicant Status and Disposition Code changed to “Offer Not Accepted”.
  - If an offer is accepted, the Applicant Status and Disposition Code should be set to “Hired”.
- Once all applicants have their final Applicant Status and Disposition applied, change the Position Status to “Position Complete - Ready for Provost Office Close”.

**Review and Approval of Hire**

The review and approval process follows the [Academic Articles](#) for non-T&TT Regular Faculty hires: *Appointments of [non-T&TT Regular Faculty] are made by the Provost or the Provost’s designee.*

Once the packet is received in the Dean’s Office, the Dean’s Office asks for two business days to review the packet and do the required Dean’s Office steps. If the packet has an error or requires additional information the Dean’s Office will need to return the packet to the department for these items.

The Provost Office asks for 7 business days to complete steps 3 and 4 below. Steps 7 and 8 do not apply to concurrent or term teaching appointments.

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\(^1\) The “longlist” is the list of applicants from which the short list is derived.

\(^2\) The “shortlist” is the list of applicants from which applicants invited to the campus for an interview is derived.
**Within the Dean’s Office the following tasks are assigned for the packet:**

*Finance and Administration Assistant Program Director: review offer letters for final language with Sr. Director Finance and Administration and divisional dean (offer letters are drafted by the departments), review entire packet for submission to Provost Office, data entry (candidate education, demographic information, appointment information [start date, position number, title])*

*Sr. Administrative Coordinator: upload IRIF and appointment form when needed*

**Completing the checklist in OnBase:**
1. The department uploads the required documents for the appointment approval into OnBase.
2. The Dean’s Office uploads documentation from the Dean’s Office level and completes the data entry with the demographic data (see above)
3. The Provost Office reviews the appointment documentation and data.
4. The Senior Associate Provost reviews the appointment.
5. The Dean’s office (Sr. Administrative Coordinators) sends the offer letter for signature by the new hire.
6. The Dean’s office (Sr. Administrative Coordinators) uploads the signed offer letter into OnBase.
7. A background check is initiated through HireRight.
8. The new hire completes the background check.
9. The Employee record is created in Banner and appointment information pushed to Banner.
10. The dean’s office (Sr. Administrative Coordinators) creates the job in Faculty Jobs.

**Search Reference Guides**

- [How to Apply Applicant Statuses and Disposition Codes](#)
- [List and Definitions of Applicant Statuses and Disposition Codes for Faculty Searches](#)
- [Required Documents for a Hire Packet](#)