

EMPLOYMENT PROCEDURES

(February 1, 2006)

PURPOSE

The process used by Troy University to attract, screen and hire prospective employees is critical to our ability to select the best qualified applicants for employment and to comply with Equal Employment Opportunity/Affirmative Action (EEO/AA) statutes. To ensure our selection process continues to serve these purposes, everyone involved in the process must understand and consistently follow sound EEO/AA hiring practices. This procedure outlines specific guidance designed to ensure a fair and unbiased selection process.

OVERVIEW

Hiring managers at Troy University are responsible for ensuring the hiring process meets the requirements of law and policy. The following sections outline specific responsibilities in each stage of the hiring process. Questions, proposed changes and comments regarding this process should be brought to the attention of the Human Resources Department.

RESPONSIBILITIES

Chancellor

Final approval of Requests for Personnel and Records of Personnel Actions, including new positions and all out-of-cycle pay raises, are at the discretion of the Chancellor or the Chancellor's designee.

The Chancellor or designee will sign all full-time Faculty Employment Contracts.

The Chancellor shall interview all candidates unless otherwise delegated.

Executive/Senior Vice-Chancellor/Vice Chancellor/Dean/Supervisor

Appoints a Search Committee, in writing, for all full-time positions. The hiring supervisor may chair Search Committees for staff searches.

Typically, the Executive/Senior Vice-Chancellor, in coordination with the Dean, Vice Chancellor or Associate Provost, makes a recommendation for hire from the list of qualified candidates received from the Search Committee. This will be accomplished by cover letter and Personnel Action Form to the Human Resources Department.

For faculty only, once the Executive Vice-Chancellor/Provost recommends the candidate to the Chancellor and receives approval, the Dean or appropriate Associate Dean will negotiate final hiring actions and complete a contract. The Record of Personnel Action Form and all other original hiring paperwork should then be forwarded to the Human Resources Department. All academic paperwork should be forwarded to the Executive Vice Chancellor/Provost.

Provides budget authority for telephone interviews, teleconferencing, travel, lodging, and hosting of candidates.

Hiring Supervisor

Identifies vacancies through a Request for Personnel Form routed to the Human Resources Department. This should be accomplished simultaneously with the Record of Personnel Action terminating an employee from the position and include letters of resignation or other appropriate documentation. The supervisor is responsible for the correct routing of documents to obtain proper signatures.

Submit a Request for Personnel and justification for new positions. Include supporting justification for any changes in the position, i.e., hiring a temporary into a full time position, etc.

Review existing job description and make any necessary changes or originate a job description for the position (non-faculty). The Human Resources Department will assist with this function.

Provide the Human Resources Department with a final draft of a job vacancy announcement based on the job description and specific requirements of the position.

Coordinate the desired advertising and closing/review dates for the position with the Human Resources Department. Remember that full-time faculty and professional staff positions must be advertised in the Chronicle for Higher Education, and the Affirmative Action Register, as well as in local newspapers. Classified, part-time, and temporary positions may be advertised in the local newspapers. Therefore, to ensure the widest possible dissemination, sufficient time must be allowed from advertising to closeout of the announcement or the beginning date for review of applicants.

For non-faculty positions, the hiring supervisor will select an applicant to recommend for hire, complete a Record of Personnel Action form and forward the form to appropriate administrators for approval. No commitment to hire an applicant should be made until the hiring supervisor receives notification that the Record of Personnel Action has been approved (signed by the appropriate official). Once signed, the form should be returned to the Human Resources Department. The effective date of employment must allow time for the approval process to be completed. An applicant cannot begin working before the Record of Personnel Action Form and all other appropriate personal hiring paperwork is completed. The applicant should be made aware of this fact.

The hiring supervisor is responsible for ensuring the Search Committee Chairperson completes Screening and Interview Forms and return them to the Human Resources Department.

Search Committee – Full-time Professional and Faculty Positions

Committee Chair will meet with the appropriate Administrator or Supervisor to receive guidance regarding the position.

Committee Chair will meet with the Human Resources Department for a detailed briefing on their committee's responsibilities and nuances of EEO/AA/ADA.

Review applications/resumes using qualification criteria and determine those candidates who best fit the requirements, and who the committee would like to interview.

Arrange hosts and escorts for appropriate candidates. Brief the hosts and escorts on inappropriate or illegal comments and questions to avoid based on guidance received from the Human Resources Department.

A list of written interview questions should be developed. Guidance in developing interview questions is available from the Human Resources Department.

Conduct interviews and provide the Executive/Senior Vice-Chancellor, Vice Chancellor, Dean, or Supervisor a list of candidates recommended for the position as advised by the hiring supervisor.

At the conclusion of the process and after the candidate has accepted the position, the Chairperson will ensure that original resumes, application packages, and extraneous materials used by the Search Committee are returned to Human Resources. All copies of such material should be destroyed. The Chairperson will forward the completed Screening & Interview Forms and the Employment Search Checklist, etc. to the Human Resources Department for filing.

Search Committee – Classified & Part-Time Positions

A full Search Committee is not required but may be used for classified and part-time positions. The supervisor may act as a committee of one. All required actions must be completed.

Committee Chair (supervisor) will meet with the appropriate Administrator or Supervisor, as necessary, to receive guidance regarding the position.

Committee Chair will meet with Human Resources Department for a detailed briefing on their committee's responsibilities and nuances of EEO/AA/ADA.

Review applications using qualification criteria and determine those candidates who best fit the requirements, and who the committee would like to interview.

Guidance in developing interview questions is available from the Human Resources Department.

Conduct interviews and initiate a Record of Personnel Action Form to hire the desired candidate.

At the conclusion of the process and after the candidate has accepted the position, the Chairperson will ensure original copies of application packages and extraneous materials used by the Search Committee are returned to Human Resources. All copies of such material should be destroyed. The Chairperson will forward the completed Employment Search Checklist to the Human Resources Department for filing.

Human Resource Department

Track and monitor authorized manpower and vacancy status through Requests for Personnel and Record of Personnel Actions.

Review final DRAFT of position vacancy announcement provided by the Executive/Senior Vice-Chancellor, Dean, or Supervisor and add any required legal information or standard university formatting.

Place advertisements for all vacant Troy University positions based on job requirements, consent decree, laws, and university policies.

Brief Search Committees on applicable duties, laws, and Consent Decree requirements, preferably at the first full meeting of the committee.

Accept application/resume packages and forward to Search Committees for action

Complete Consent Decree paperwork and file in archives, excluding University College.

Provide assistance and advice throughout process.

ADDITIONAL INFORMATION

These procedures are written for all Troy University locations. It is impossible to write procedures to cover all situations. Some situations may require additional levels of coordination.

The goal of these procedures is to define a process that recommends the best qualified person for employment at Troy University.

The Human Resources Department will supplement these procedures as necessary by making available, the Employment Search Checklist, Standardized Reference Check Questions, miscellaneous guidelines and forms, and generic letters to applicants and non-selects. **Personnel involved in the employment process seeking additional assistance should contact the Human Resources Department.**