CHARLOTTE
OFFICE OF ACADEMIC AFFAIRS

Employment of Full-Time Faculty Checklist

Preparation for the Recruitment

	Review the UNC Charlotte Academic Personnel Procedures Handbook. https://provost.charlotte.edu/academic-budget-hr/academic-hr-procedures-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" https://provost.charlotte.edu/academic-budget-hr/academic-hr-procedures-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 Supplemental Documents tab in NinerTalent. Transition the posting to the Approver.	Initiator / Department Chair
		*** Advertisement must require on-line application process, reference https://jobs.charlotte.edu and list documents to be included electronically with the on-line profile. Advertisements must also include the EOE statement and the criminal background check statement***	
		EEO Statement - The University of North Carolina at Charlotte is an equal opportunity employer and does not discriminate against employees or applicants for employment based on race, color, religion, sex, sexual orientation, gender identity, age, national origin, physical or mental disability, veteran status, or any other protected status. In keeping with this commitment, UNC Charlotte ensures that persons of any background are invited, included, and treated equally in the terms and conditions of employment.	
	7.	Review and approve the Posting. If the Department Chair is not the Initiator they must approve the Posting before the Dean.	Approver / Dean
	8.	Transition the Posting to the Equity Officer.	Dean
	9.	Review the posting and external advertisement information to ensure congruency and supply Labor Market Availability data. Forwards Posting to Academic Affairs.	Center for ADVANCing Faculty Success & Human Resources

	10	Reviews posting, adds posting specific questions and/or evaluative criteria if needed. Posts the position to jobs.charlotte.edu and forwards the Posting to the Initiator to begin reviewing applicants.	Academic Affairs
	11	Submits advertisements to publishers and processes direct pays for payment.	College or Department office
		The Graystone Group is a recruitment advertising agency that will assist with advertisement placement. http://www.graystoneadv.com/ To use their services please forward your external advertisements to: ads@graystoneadv.com Phone: 203-549-0061	
		At this time, applicants may begin applying. As applicants apply for a position, provided they included their email address, an automated e-mail is sent to them.	NinerTalent system

Screening Process

	1.	Conduct initial screening of applications to identify applicants who do not meet the minimum criteria advertised for the position and who will not be considered further.	Search Committee
	2.	Change the applicant status of those candidates to “Not Best Qualified”. Once the status is changed the applicant will get an immediate email automatically from the system.	Initiator
	3.	Conduct second screening to identify a smaller pool of candidates that meet all the criteria of the job description. Complete checklist of observable / quantifiable characteristics for each candidate or evaluate each candidate in NinerTalent using the evaluative criteria.	Search Committee
	4.	Change the applicant status of those candidates to “Further Consideration”.	Initiator
	5.	Screen completed electronic files to compile a short list of top candidates and identify those to be invited to campus for interviews.	Search Committee
	6.	Initiator sends list of applicants selected for initial interviews to Title IX Officer for Title IX review. Select ‘Take Action’, send to “Approver-Final”, select Michelle Reinken from dropdown list, enter list of applicants in the comment box.	Initiator / Approver Final
	7.	Title IX Officer reviews list of candidates selected for initial interviews. Provides approval and submits posting with an approved list of candidates to Initiator – Final.	Approver Final / Initiator Final
	8.	Change the applicant status of those candidates to “Recommend for Interview”.	Initiator
	9.	Run the Departmental EEO Report and compare it to the Labor Market Availability Data on the Summary tab.	Initiator / Approver
	10.	Forward the posting to the Approver	Initiator
	11.	Review and approve candidates to be interviewed by changing status to “Approved for Interview”. Forward posting to the Equity Officer for an equity review. If the Department Chair is not the Initiator they must approve the Posting before the Dean.	Approver / Dean
	12.	Close the posting and review recommendations for interview for compliance. The posting can be re-opened if needed. Once review is complete forward posting to Initiator to begin the interview process.	Equity Officer / Human Resources

Interview Process

For travel procedures (travel authorizations, travel reimbursements, etc) pertaining to candidate interviews please refer to the Travel Manual.

	1.	Consult with appropriate offices to determine possible dates for interview.	Department
	2.	If any top candidates are international (non-resident), the department chair or hiring authority must contact the Director of the International Student/ Scholar Office (x77746) as soon as possible to discuss potential employment status and eligibility matters.	Department Chair
	3.	Complete Foreign Visitor Information Form for each non-resident to be interviewed.	Department
	4.	Make arrangements as appropriate for interviews by the Chancellor, Provost, and/or Dean of the Graduate School and provides copies of the candidate's materials to the interviewers.	Dean's Office
	5.	Make final arrangements for interviews and distributes interview schedule and itinerary to participants in the interview.	Department
	6.	During the Interview, candidate completes the Taxpayer Information Form.	Candidate

Appointment Process

	1.	Identify the candidate(s) to be recommended for appointment.	Search Committee
	2.	Change applicant status to “Recommend for Hire”.	Initiator
	3.	Send an email including the candidate’s legal name, position number, position type (full-time faculty), department, and department contact name to faculty-recruit@charlotte.edu. Then Academic Affairs will initiate the Criminal Background Check. An email is initiated by Academic Affairs using the email address the candidate listed on their application in NinerTalent. The email will be sent directly to the final candidate from the vendor, Infomart. CBC process can be found here: https://provost.charlotte.edu/academic-hr/forms/	Initiator/ Department / Dean’s Office
	4.	Provide information to the Office of Academic Affairs about candidates to be interviewed who are employed at another UNC institution.	Dean
	5.	Negotiate terms and conditions of appointment with the candidate. (See the Hiring Negotiations Checklist: http://provost.charlotte.edu/academic-budget-personnel/forms)	Department Chair / Dean
	6.	If permanent tenure is considered with the initial appointment, the Department Review Committee (DRC), the Chair (if applicable) and the Dean must make written recommendations for tenure. These written recommendations must be uploaded in the Hiring Proposal. Review University Policy 102.13, Tenure Policies, Regulations, and Procedures of the University of North Carolina at Charlotte o Excerpt from Section 4.1 (https://legal.charlotte.edu/policies/up-102-13/#s41) *“College procedures shall provide that the department chair shall consider the recommendation of the Department Review Committee (DRC; see Section 5.3 below) before forwarding to the dean any recommendation that will confer Permanent Tenure in an initial appointment. The department chair shall forward to the dean the recommendation and rationale of the DRC along with his or her recommendation and rationale. College procedures may also provide additional requirements for review and consultation in the initial appointment process.”*	Department Chair

	7.	Begin the Hiring Proposal in NinerTalent for the candidate recommended for hire. Complete Verification of Credentials section in the Hiring Proposal for the selected candidate. Upload the supplemental documentation (e.g. hiring negotiations checklist, any start-up package approvals, tenure recommendations from the DRC, Department Chair, if necessary, and the Dean).	Initiator / Department Chair
	8.	Forward the Hiring Proposal in NinerTalent and candidate's complete file to the Approver / Dean. If the Department Chair is not the Initiator they must also approve the Hiring Proposal before it is routed to the Dean. Complete file includes:	Initiator / Department Chair
		_____ Official Transcript or Foreign Credential Evaluation – Must be sent directly to the University	
	9.	Send Foreign Visitor Information Form for non-residential aliens to the Tax Office	Initiator / Department Chair
	10.	Notify Department or Dean's office of criminal background check results	Academic Affairs
	11.	If permanent tenure is considered at initial appointment, consider the recommendations of the DRC and the Department Chair.	Dean
	12.	● For candidates offered a Special Faculty appointment or appointment as an Assistant Professor prepare and mail Appointment Agreement and cover letter. Once signed agreement is returned, approve and forward Hiring Proposal, along with candidate's file, to Academic Affairs. ● For candidates offered an Associate Professor or Professor appointment, prepare a draft Appointment Agreement and upload in NinerTalent on the Supplemental Documentation tab. Once draft agreement has been uploaded, as well as the recommendation for tenure from the Dean, if applicable, approve and forward Hiring Proposal, along with candidate's file, to Academic Affairs.	Dean
	13.	Change status on the remaining candidates in the pool to applicants "Declined Interview", "Interviewed, Not Selected", "Offer Declined", or "Qualified, Not Selected". This completes the on-line process.	Initiator
	14.	Prepare letters for Chancellor's signature to notify candidates of action taken by the Board of Trustees, if hired with Tenure.	Academic Affairs
	15.	Approve and forward the Hiring Proposal to the Budget Approval user group (Personnel Budget Management Office and Grants and Contracts Administration, if needed). Establish an official personnel file for the faculty member.	Academic Affairs
	16.	Review, approve and forward the Hiring Proposal to Human Resources.	Budget Approval
	17.	Enter position into Banner. Once approved this completes the on-line process and the posting is filled in NinerTalent.	Human Resources
	18.	*Once a posting is marked "Filled" in NinerTalent automatic emails are sent to all applicants in the "Qualified, Not Selected" status. Emails are <u>not</u> sent to applicants in the following statuses: "Interviewed, Not Selected", "Declined Interview" and "Offer Declined"*	