HCM PROVOST Faculty Hiring Process

Vacancy Stage

- Obtain Sr. Officer approval for a faculty hire → Complete Faculty Recruitment Action Plan (FRAP) → Draft Ad Text and create position in Interfolio. Obtain Interfolio link for inclusion in iRec vacancy → Initiate vacancy in iRec. Include Interfolio link for "How to Apply" in the iRec Job Posting Page. Get IRC number and put in Interfolio in "Internal Notes" under "Position ID or Requisition Number." Attach FRAP to vacancy.

- Submit vacancy for approval routing → Submit Interfolio posting for approval → Position must be posted for a minimum of 2 weeks. Interfolio link will not be activated until OIE signs off on FRAP. → Advertise position in appropriate venues consistent with FRAP → Conduct search. Use candidate statuses in Interfolio during search process.

Candidate Search and Selection Process

- Update Vacancy (only needed if changing title from Open Rank to actual title). Submit for approval workflow. Do not create offer in HCM until update vacancy is fully approved. → Complete FAD Form for Leading Candidate → In Interfolio, apply "Import to HCM" applicant status to top candidate → Candidate information will pull from Interfolio into HCM twice/day (11am/4:30pm) and attach to the vacancy.

Offer Process

- Create Offer in iRec for Leading Candidate* → Attach FAD and Candidate CV to Offer → Submit offer for approval (routes directly to Provost) → Draft offer letter to candidate using appropriate university-approved template → Send to Provost's Office for signature after obtaining Dean's signature.

Acceptance of Offer

- Initiator updates offer in iRec, attaches countersigned offer letter → Other Offer fields can be updated if appropriate: salary and start date → Submit updated offer for approval routing (routes to Provost and Employment) → Mark candidate as 'Hired' in Interfolio. Close/archive position. → Candidate receives new hire on-boarding email

Notes:

- (1) Salary on offer may be within 10% of budgeted amount from vacancy without additional financial approvals. If the offered salary exceeds 10% of budgeted/approved amount from vacancy, additional justification is required. Attach that justification to the offer.
- (2) The following units are exempted from using Interfolio for faculty searches: Mathematics and the Law School.
- (3) However, these units must still follow the above process with regard to HCM vacancy steps and obtaining appropriate approvals/signatures as necessary (approval to conduct a search, Faculty Recruitment Action Plan, FAD, offer letters, etc.).
- (4) "Import to HCM" must be completed in advance of the proposed start date, and all offers must be initiated in advance of the start date. Back-dating hires is not an option.

http://academicaffairs.tulane.edu/faculty-postdoc-hiring-process

Last updated November 16, 2017