

# MURC RECRUITING GUIDE

This guide provides information about recruiting for and appointing individuals to **Marshall University Research Corporation (MURC)** employment positions. If the user needs additional information, please contact Marshall University Human Resource Services at 304.696.6455 or [recruiting@marshall.edu](mailto:recruiting@marshall.edu). Human Resource Services provides human resources support to MURC, including recruiting support. Human resource policies and procedures for MURC can be found at <http://www.marshall.edu/human-resources/poly/murc/>. The term **PI** below refers to the *Principal Investigator*, the individual primarily responsible for the management of a grant or contract, the conduct of research under it, and the resolution of any staffing needs associated with a grant or contract. The term also refers to any person designated by a PI to resolve recruiting or employment issues. Recruiting and employment methods vary according to the type of MURC employment position being filled. The MURC employment categories are described below as well as in MURC HR Policy and Procedure 3, Employment Categories, at the link above.

## MURC Employment Categories:

**Full-Time:** Full-Time positions are those that are established at the level of MURC's full-time schedule which is 37.5 hours per week and that are expected to last more than one year subject to acceptable work performance and the continuation of grant funding. Generally persons in this category of employment are eligible for employment benefits subject to the terms, conditions, and limitations of each benefit component.

**Part-Time A:** Part-Time A positions are those that are established at 20 hours per week or greater but less than full-time and that are expected to last more than one year subject to acceptable work performance and the continuation of grant funding. An employee in Part-Time – A status is eligible for certain employment fringe benefits according to the number of hours per week at which appointed and method of payment. The policies and procedures on the employment benefit components provide information about what levels of appointed hours per week are necessary for particular benefits.

**Part-Time B:** Part-Time B positions are those that are established at less than 20 hours per week and that are expected to last more than one year subject to acceptable work performance and the continuation of grant funding. An employee in Part-Time B status receives legally-required benefits, such as Social Security coverage and workers' compensation insurance coverage, but is not eligible for MURC's other employment benefits.

**Temporary:** Temporary employees are those who are hired to temporarily supplement the workforce, to serve as interim replacements, and/or to assist in the completion of specific projects and whose appointments are not expected to last beyond one year. Temporary appointments are intended to be of limited duration. In certain very limited circumstances a Temporary appointment might be extended beyond one year. This is the exception rather than the rule. If a Temporary position does extend beyond one year it does not create or imply any change in employment status. Temporary employees retain that status until and unless notified in writing of a change. Temporary employees receive all legally-mandated benefits, such as Social Security and workers' compensation insurance, but they are ineligible for MURC's other employment benefits. Rates of compensation for persons appointed in Temporary status are reviewed by the human resource services provider and require approval by MURC's management.

All MURC employment is will-and-pleasure employment and may be terminated at any time for any reason or for no reason.

## QUESTIONS and ANSWERS:

**QUESTION:** How long does recruiting take for a MURC Full-Time, Part-Time A, or Part-Time B position? **ANSWER:** Most MURC recruiting announcements are posted as "open until filled." MURC PIs and their designees have some flexibility about how long to leave positions posted for bid. The Marshall University standard for posting an hourly-paid position (most like categories Part-Time B and, if necessary, Temporary) is approximately two weeks. For a salaried position (most like categories Full-Time and Part-Time A), it is approximately four weeks. Recruiting Bulletins are generally published by Human Resource Services every Friday. If a PI wishes to expedite recruiting, he/she should have job announcements posted as open until filled. If a PI needs to close a position and proceed to consideration of applications, he/she should contact the Director, Equity Programs at 304.696.2597.

**QUESTION:** Will I receive directly the applications of person who apply for my position? **ANSWER:** Applications for MURC positions are submitted directly by job applicants to the PI (or other designated person). MURC job announcements should include complete name and address information for application submission.

When submitting Recruiting Authorization Forms, the PI should be sure to include a name and address for application purposes.

**QUESTION:** How quickly may I arrange and conduct interviews? **ANSWER:** Equal Employment Opportunity/Affirmative Action services are provided to MURC through the Marshall University Office of Equity Programs. The Director, Equity Programs, is responsible for reviewing applicant pools assembled during recruiting and granting the PI clearance to conduct interviews. When the applicant pool is assembled, the PI should complete and submit the **Applicant Flow Data Form** available on the EEO/AA website at: <http://www.marshall.edu/eoaa/RecruitmentForms.html>, entering the names of persons recommended for interview. The Director, Equity Programs, will evaluate the recommended interviews with regard to advancing diversity.

**QUESTION:** How do I obtain approval to hire a particular individual for my vacancy? **ANSWER:** After the interviews recommended in the Applicant Flow Data Form have been conducted and a decision made as to the best qualified candidate, that nomination is conveyed to EEO/AA by completing the **Proposed Appointment Form** also found on the EEO/AA website at: <http://www.marshall.edu/eoaa/RecruitmentForms.html>. After the Director, Equity Programs approves the proposed appointment the PI should complete and submit a MURC Personnel Action Request (PAR) form.

## IF/THEN Scenarios:

**IF** the PI desires to appoint a **Temporary** employee and knows a qualified individual he/she could employ, **THEN** complete and submit a MURC Personnel Action Request (PAR) to make the employment appointment. Temporary jobs cannot last more than one year. The MURC PAR is available on the web at: <http://www.marshall.edu/murc/pers.htm>.

**IF** the PI desires to appoint a **Temporary** employee but does not know a qualified individual he/she could employ, **THEN** contact Human Resource Services above who can place a courtesy job announcement in the next Recruiting Bulletin or who may search their application files for information on persons with the required skills who will accept temporary employment. If an acceptable candidate becomes available, the PI should complete a MURC PAR as outlined above.

**IF** the PI wishes to fill a **Full-Time, Part-Time A, or Part-Time B** position, **THEN** complete and submit a paper copy of the **MU Recruiting Authorization Form** available at: [http://www.marshall.edu/human-resources/forms/Recruiting\\_Auth\\_Form.pdf](http://www.marshall.edu/human-resources/forms/Recruiting_Auth_Form.pdf). For MURC positions not assigned to colleges, the form should be signed by the PI and submitted to the MURC Financial Compliance. For MURC positions assigned to colleges, the form should be signed by the PI, then forwarded to the responsible dean for signature, and then on to the MURC Financial Compliance. After approval by MURC Financial Compliance, the form will be submitted to Human Resource Services who will post it on the Recruiting Bulletin.

**IF** the PI wishes to advertise an employment opportunity more extensively than the short summary ad that is ordinarily placed by Human Resource Services, **THEN** he/she should determine the professional journals or web boards that he/she wishes the job announcement to appear in or on and make arrangements to submit ad copy and arrange payment directly with the publisher or web host. Human Resource Services does not make or purchase supplemental recruiting advertising.

**IF** there are questions about or a need for information or assistance with any aspect of recruiting and selection for MURC positions, **THEN** call or write Stephanie Gray, HR Services Recruiting Representative, 304.696.2592, [recruiting@marshall.edu](mailto:recruiting@marshall.edu); Michelle Douglas, Interim Director, Human Resource Services, 304.696.3983, [douglasm@marshall.edu](mailto:douglasm@marshall.edu); and/or Debra Hart, Director, Equity Programs, 304.696.2597, [hart70@marshall.edu](mailto:hart70@marshall.edu). All are located in 207 Old Main. MURC Financial Compliance may be reached at 304.696.7118. HR-SERV-FORM-62 V022207