

MURC RECRUITING GUIDE

This guide provides information about recruiting for and appointing individuals to **Marshall University Research Corporation (MURC)** employment positions. MURC posts open positions via the PeopleAdmin portal through Marshall's Human Resource Services, who provide HR support to MURC. MURC's policies and procedures can be found at <https://www.marshall.edu/murc/policies-procedures-and-guidelines/>. If additional information is needed, please contact MURC's HR department at 304-696-6320. The PI, or Principal Investigator, would be 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 Procedures.

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 worked per week. 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.

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

When submitting Recruiting Request forms to MURC, the department should also include a copy of the position along with a list of search committee members and their email addresses.

QUESTIONS and ANSWERS:

for application submission.

QUESTION: How long does recruiting take for a MURC Full-Time, Part-Time A, or Part-Time B position?

ANSWER: All positions, except hourly positions, must be posted through the PeopleAdmin system <https://www.marshall.edu/human-resources/peopleadmin-resources/>. Most recruiting announcements are posted as "open until filled." MURC PI's and their designees have some flexibility about how long to leave positions posted.

QUESTION: Will I receive directly the applications of person who apply for my position?

ANSWER: All applicants must apply for positions through the PeopleAdmin system <https://www.marshall.edu/human-resources/peopleadmin-resources/>. The PI will designate who will be on the search committee for the open position and those individuals will receive access to review the applications that meet the requirements of the job.

QUESTION: How quickly may I arrange and conduct interviews?

ANSWER: A department may begin conducting interviews once the position has been posted on the PeopleAdmin system <https://www.marshall.edu/human-resources/peopleadmin-resources/>. (must have a search committee set up in order to do interviews).

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 wishes to fill a **Full-Time, Part-Time A, or Part-Time B** position,

THEN The department would complete and submit a paper copy of the MURC Recruiting Request Form <http://www.marshall.edu/murc/files/2010/06/Recruiting-Request-Form.pdf>, along with a copy of the position description and a list of search committee members to the MURC Compliance department for approval. The Compliance will approve or deny the request. If approved by MURC Compliance, the form, position description and search committee members will be submitted to MU HR Services who will post the position on the PeopleAdmin system.

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.