



FACULTY HIRING GUIDELINES

ONE YEAR (9MTH) TEMPORARY. CANNOT RENEW MUST TREAT AS VACANT POSITION AND FOLLOW HIRING PROCESS.

VACANT POSITION

IF REQUESTING TERM RENEWAL – DEAN & PROVOST DISCUSS ANNUAL PERFORMANCE AND NEED OF POSITION. IF APPROVED BY PROVOST – OFFER LETTER SUBMITTED TO PROVOST. RENEWAL MUST BE 2 OR 3 YEARS. **No HR (OR) OTHER APPROVAL REQUIRED.**

SUBMIT FOLLOWING 3 ITEMS TO ACADEMIC AFFAIRS

HIRING FREEZE EXCEPTION FORM

JOB ADVERTISEMENT

ORG CHART

IF REQUESTING TO WAIVE SEARCH INCLUDE CV OF CANDIDATE OF CHOICE

FREEZE COMMITTEE REVIEWS

FREEZE COMMITTEE APPROVAL

IF WAIVER OF SEARCH REQUEST, HR WILL REVIEW AND NOTIFY COLLEGE AND/OR DEPARTMENT OF DECISION

HR WILL NOTIFY YOU OF FREEZE APPROVAL & REQUEST SUBMISSION OF JOB POSTING VIA PEOPLE ADMIN



**SEARCH COMMITTEE SELECTS CANDIDATE
PROPOSE CANDIDATE FOR POSITION**

INDICATE **SALARY BEING OFFERED - NOT THE RANGE**. ITEM 2 (2ND PAGE) SHOULD MATCH HIGHER ED EXPERIENCE ON **BAIF**
ITEM 3 SHOULD MATCH RELATED EXPERIENCE ON **BAIF**

PROPOSED APPOINTMENT FORM

FORM ON HR WEBSITE , FORMS, RECRUITMENT

EXPERIENCE **CAN NOT** BE COUNTED TWICE. CHECK PRE-TENURE & TENURE IF APPLICABLE. INCLUDE TEACHING DISCIPLINE FOR POSITION *NOT DEGREE DISCIPLINE

(BAIF) BRIEF APPLICANT INFORMATION FORM

FORM ON AA WEBSITE, FORMS & POLICIES, ACADEMIC (FACULTY) BRIEF APPLICANT INFORMATION FORM

UNOFFICIAL TRANSCRIPTS UG & G

CURRICULUM VITAE



**HR APPROVAL OF CANDIDATE – NOTIFICATION VIA EMAIL
With **DEAN APPROVAL** CAN MAKE VERBAL OFFER
REQUEST OFFICIAL TRANSCRIPTS SO WRITTEN OFFER CAN BE MADE**

INCLUDE ADDENDUM WITH OFFER IF ANY **STARTUP COSTS, MOVING EXPENSES, ETC.,** ARE PART OF OFFER

OFFER LETTER USING TEMPLATE PROVIDED BY AA PROVOST APPROVAL REQUIRED

USE OFFER TEMPLATES PROVIDED ACCORDING TO APPOINTMENT TYPE. ANY EXCEPTIONS TO BE DISCUSSED
REQUEST OFFICIAL TRANSCRIPTS AND INCLUDE WITH OFFER LETTER TO ACADEMIC AFFAIRS

OFFICIAL TRANSCRIPTS SUBMITTED WITH OFFER LETTER PERSONNEL CARD PRINTED ON CARDSTOCK BY DEANS OFFICE

***E-SCRIPT.** FILE HAS TO BE DELIVERED TO MU EMPLOYEE TO OPEN & PRINT.
***ISSUED TO STUDENT.** MUST BE DELIVERED TO MU EMPLOYEE IN SEALED ENVELOPE & OPENED BY MU EMPLOYEE WHO SIGNS ENVELOPE & ATTACHES TO OFFICIAL TRANSCRIPT.
***PRINTED.** MUST SHOW MU EMPLOYEE RECIPIENT ON FACE OF TRANSCRIPT. IF NOT, ATTACH SIGNED ENVELOPE OF MU EMPLOYEE OPENING & ACCEPTING.

IF CANDIDATE HAD FORMER **WV STATE AGENCY EXPERIENCE –** THEY MUST SUBMIT **AEI VERIFICATION FORM** TO EMPLOYER – FORM ON AA WEBSITE

CANDIDATE ACCEPTS ORIGINAL SIGNED LETTER SUBMITTED TO AA FOR FILE

FILE COMPLETE
ORIGINAL SIGNED OFFER, BAIF, OFFICIAL TRANSCRIPTS & PERSONNEL CARD
ALL FACULTY FILES HOUSED IN ACADEMIC AFFAIRS

ACADEMIC AFFAIRS MAINTAINS ALL FACULTY HIRING FILES