• Academic Affairs gives permission to fill any vacancies.
  1. Retirement
  2. Resignation
  3. New positions

• After receiving approval, a position is ready to be advertised.
  1. Until notified differently, for 2009-10, a Position Justification form must be completed by the college Dean and approved by Academic Affairs and by President Web prior to creating an online requisition.
  2. Each department will create their requisitions on the UCO website or complete a position request form and forward this to the Dean’s office. http://jobs.uco.edu (and Guest User ID and password)
  3. The requisition is then forwarded to the Dean’s office for review. If changes are required, the requisition will be returned to the Hiring Manager.
  4. The Dean’s office will forward the requisition to Academic Affairs Assistant Vice President.
  5. The Assistant Vice President will forward the requisition to Academic Affairs budget for approval.
  6. Academic Affairs budget will then forward the requisition to the Budget office.
  7. The requisition will then go to Jim Martin in Employment Services. Jim will review the information and post the requisition.
  8. Jim will send out an email with the requisition number, guest user ID and password to Academic Affairs, the dean and appropriate departments.
  9. One page position advertisements are also available for distribution from Employment Services.
  10. Academic Affairs Assistant Vice President will create an online posting for an external higher education on line job site for 30 days.
  11. The UCO COOL system will upload the requisition on the HigherEdJobs.com website for 30 days.

• When Academic Affairs receives a hiring packet from the colleges, a notation is made on the requisition and Jim Martin is notified to do a background check. Faculty-Appointment Processing Checklist form can be found at: http://www.uco.edu/academicaffairs/FORMS/Faculty%20Appoint%20Processing%20ChecklistREV3.pdf

• The hiring packet is reviewed to verify the contents and that all documentation is complete. Incomplete packets will be returned to the college.

• Employment Services is then notified to begin a background check and degree verification (allow 2 days).

• When background check and degree verifications are complete, a Letter of Intent is then created and is ready for a signature.
FACULTY HIRING STEPS

- Dr. Radke signs the letter which is then ready to fax, mail or the person will come in to sign their letter.

- When there is a signed Letter of Intent, a copy of the signed letter is mailed to the appropriate college.

- Employment Services is notified to close the position and to send regret notices via email.

- The hiring packet is given to the Academic Affairs Employment Coordinator to distribute the copies of the signed letter, salary computation form and original transcripts to the appropriate offices.

- New faculty hires can process in Employment Services after the completion of the background check, degree verification and a signed Letter of Intent. Employment Services will generate a Banner ID, notification to Parking Services and IT for an email account.

Requirements for all New Hire Processing

All employees must bring their documents to the Lillard Administration Building, room 204, to complete new hire paperwork. Per U.S. Homeland Security ruling, an employee is only allowed to work for three (3) days until all paperwork is completed.

1. Identification required for Federal I-9 Form

   One from each list:
   
   Drivers License          Social Security Card
   UCO ID Card              AND  Native American Tribal Card
   Voter’s Registration Card Original or Certified Copy of a Birth Certificate
   U.S. Military Card       Native American Tribal Document

   OR:
   US Passport (replaces two forms of identification from above lists)

2. Direct Deposit

   Voided check or official letter from the bank listing a routing and account number, signed or stamped by an employee of the bank

New employees will not receive a paycheck until their direct deposit is complete.