FACULTY HIRING STEPS

- 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.
  - Each department originator will create a position the UCO job website
    - http://jobs.uco.edu
  - The originator will send the position to AA budget.
  - AA budget will review and approve the position.
  - Compensation will review and approve the position.
  - The online position is ready to go through the steps as a posting.
    - Originator will follow the workflow steps outlined in the HR power point presentation for a posting.
      - Some new features:
        - Requesting electronic references
        - Adding Search Committee names
        - Adding Ranking Criteria
        - Adding posting to your Watch List
        - The People Admin system will upload the posting to HigherEdJobs.com website, if selected.
  - Originator will forward the posting to Dean/Director for approval./eds.
  - Dean/Director will forward the posting to VP.
  - VP will forward the posting to AA budget.
  - AA budget will forward the posting to the Budget office.
  - The posting will then go to Compensation and HR.

- Academic Affairs will create an online posting for an external higher education on-line job site for 30 days.
- Colleges, Departments/Schools are responsible for advertising in professional journals, websites or list serves. All postings must have the exact wording as used in the UCO posting. One-page advertisements can be requested from HR for these postings or hand outs at professional conferences.

- When Academic Affairs receives a hiring packet from the colleges, a notation is made in the system on the appropriate posting and a background check is requested.

- Faculty-Appointment Processing Checklist form can be found at: http://www.uco.edu/academic-affairs/files/aa-forms/FacultyHiring/Faculty%20Appoint%20Processing%20ChecklistREV3.pdf
FACULTY HIRING STEPS

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

- When background check and degree verifications are complete, a Letter of Intent is approved and signed by the Provost.

- The letter is then ready to fax, mail or signed in person.

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

- The Academic Affairs distributes the copies of the signed letter, salary computation form and original transcripts to the appropriate offices.

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

- New faculty orientation will be held 2 weeks before fall classes. Attendance is required for all new faculty hires. HR will be available to assist with paperwork processing.

Requirements for all New Hire Processing

All employees must bring their documents to the Lillard Administration Building, room 204 or New Faculty Orientation, 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
   - UCO ID Card
   - Voter’s Registration Card
   - U.S. Military Card
   - Social Security Card
   - AND
   - Native American Tribal Document
   - Original or Certified Copy of a Birth Certificate
   - U.S. Citizen ID Card (form I-197)

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.