

Professional Research Hiring Process

Applies to Postdoctoral Research Associates, Research Scientist I-IV, Research Asst Professor, Research Assoc Professor, and Research Professor Titles

Administrative site: facultyjobs.unt.edu/hr

Applicant site: facultyjobs.unt.edu

1) Posting Process

- a. Departments will submit HRM-4/5/UPO-31 to Academic Resources. Posting will be reviewed and approved by Academic Resources, routed to Budgets for review and approval, and then returned to Academic Resources for posting.
- b. Academic Resources staff will draft posting, attach scanned copies of documents to on-line posting, and notify Department Representative and Search Committee Chair (SCC) that the posting is available for review.
- c. Dept Rep or SCC will make any changes, if applicable. Potential changes/edits to consider include:
 - i. Review and edit Job Summary, Minimum Qualifications, and Preferred Qualifications
 - ii. Attach advertising copy if job will be posted on external sites
 - iii. Add Area of Specialty, if applicable
 - iv. Add Search Committee members, if applicable
 - v. Add Fax Number, if desired
 - vi. Change the date the Review of Applications Begins, if applicable
 - vii. Select additional Required and Preferred Applicant Documents, if desired
 - viii. Add Special Instructions to Applicants, if applicable
 - ix. Select or list additional External Advertising Sources (TWC required), if applicable
 - x. Add Positioning Specific Questions, if desired
 - xi. Indicate utilization of Reference Letter module, if desired
- d. SCC will submit posting to Equity & Diversity (E&D) for review/approval by selecting posting status of **Send to E&D (Professional Research Only)**.
- e. E&D will review and either forward to Faculty Coordinator to post to website, or will return to SCC for posting revisions.
- f. Once Faculty Coordinator posts to website, SCC and Department Representative will be notified.

2) Applicants Apply

- a. Applicants must apply through the faculty hiring system.
- b. Jobs must remain posted for a minimum of 5 business days.
- c. At the point the department wants the posting removed from the web, they must contact the Faculty Coordinator. If the department does not contact the Faculty Coordinator to close the posting, the posting will be closed once a signed offer letter has been received by the selected candidate.

3) Internal Deliberations

- a. The SCC will review all online applications and documents, assess qualifications and select appropriate status changes through the review process.
- b. Before an on-campus interview may be conducted, the SCC will need to change applicant status to **Short List – Professional Research**. All applicants no longer under consideration should be dispensed by changing their status to **Not Selected** and provide an appropriate non-selection reason. Applicants may also be selected as alternates by changing their status to **Alternate- Recommend for Campus Interview**.

- c. E&D will review the short-listed applicant(s) and all non-selected applicants in the pool. E&D will apply approval/non-approval interview status and notify the SCC that the applicant has been approved for interview.
- d. After Interview, the SCC will need to change applicant's status to **Campus Interviewed.**
- e. Once candidate is selected for hire, the SCC will need to change applicant status to **Recommend for Hire – Professional Research.**
- f. Non-selected applicants should have an appropriate status change and non-selection reason indicated.
- g. E&D will review selected applicant and non-selected applicants and will either clear the selected applicant for hire, or discuss the selection with the SCC.
- h. Once cleared for hire, E&D will notify the SCC and Faculty Coordinator that the applicant has been cleared for hire.

4) Hire Process

- a. Once an applicant is cleared for hire, the Department should contact the Faculty Coordinator with the applicant's name, salary, start date, and letter return by date.
- b. The Faculty Coordinator will then draft an offer letter for the applicant and email to the hiring department for printing, signature, and mailing. The Faculty Criminal History Check (FCHC) Authorization form will also go out with the offer letter. The Faculty Coordinator will change the applicant status to **Offer Made.**
- c. When the offer letter is received, the Faculty Coordinator will change the applicant status to **Offer Accepted.** Once the FCHC is run and cleared, the applicant status will be changed to **Hired.**
- d. The Faculty Coordinator will generate an EMPLID, EUID and Pin number for the employee. The Pin number will be used by the employee when completing online onboarding.
- e. The Faculty Coordinator will send an email to the employee which will include their EMPLID, EUID, Pin number and instructions for completing onboarding online.
- f. Once an applicant's status has been changed to **Hired**, the SCC and Department Rep will be notified and can then prepare an ePAR.
- g. Once all remaining candidates have been dispensed, the Faculty Coordinator will mark the posting as **Posting Filled.**

5) Resources:

- a. Faculty Coordinator: Melissa DeLozier, Academic Resources, ext. 2673
- b. HRM-4/HRM-5 review and approval: Tami Patterson, Academic Resources, ext. 3951