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HR Nuts & Bolts

Melinda Lilly

Director, Academic Resources

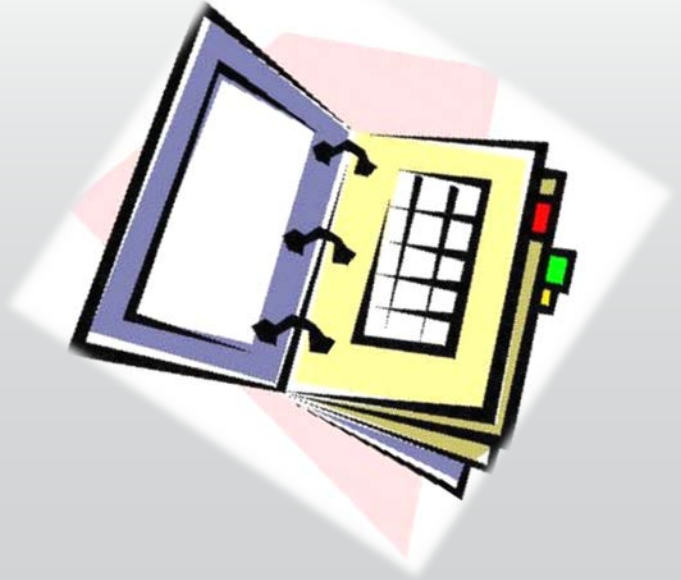


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OFFICE OF THE
PROVOST &
ACADEMIC AFFAIRS

Agenda

- Hiring Staff
- Hiring Faculty
- Adjunct Instructors
- Salaried Graduate Student Structure
- Leave
- Salary Adjustments
- Summer Overview
- Terminations
- Additional Resources



Hiring Staff

HR Talent Acquisition coordinates and assists hiring managers with the recruitment of applicants for regular staff positions.

<https://www.untsystem.edu/hr-it-business-services/human-resources/talent-acquisition-hiring-managers-toolkit>

UNT job title, job descriptions and salary ranges are available at:

<https://www.untsystem.edu/hr-it-business-services/human-resources/unt-job-descriptions>

Paperwork is routed through Campus HR to HR Talent Acquisition to create the posting:

- HRM-4 Budget Recruitment Form
- UPO-31 Planning Guide
- PIQ (for new positions or reclassification requests)
- Organizational Chart



Hiring Staff

Active recruitment

- Review candidate credentials
- Conduct phone screens and interviews
 - Questions about race, gender, age, national origin, disabilities or perceived disabilities, marital status, family status, or veteran status should not be asked.
- Reference checks
 - Hiring managers should conduct reference checks prior to extending an offer of employment. A minimum of two (2) references must be completed for the final external candidate. One reference should be a former/current supervisor.



Hiring Staff

Offer process

- *Before Offer is Extended to Candidate*, the salary must be determined
 - An offer at entry requires no additional approval.
 - An offer in the 1st quartile requires approval from the Budget Office, and the department head (and any affiliated account holder).
 - An offer in the 2nd quartile requires approval from the Budget Office, the department head (and any affiliated account holder), and the Dean/AVP. We also recommend reaching out to Campus HR in order to determine factors for consideration when electing a salary in this range.
 - An offer at or above midpoint requires approval from the Budget Office, the department head (and any affiliated account holder), the Dean/AVP, and the area VP. An Internal Equity Review or market data is also required.

- The employment offer is contingent upon successful completion of all pre-employment requirements, including a criminal history check

- *After Offer is Extended to Candidate*
 - Criminal History Checks
 - Are required for external faculty, staff, and temporary position candidates selected for hire.
 - Must be completed successfully before the employment start date.

Hiring Staff

Onboarding Checklist is located at:

- <https://www.untsystem.edu/forms/human-resources/onboarding-checklists>

I-9

- New employee must complete Section 1 of Form I-9 on or before hire date. All new employees must provide appropriate documentation to verify identity and employment eligibility. Section 2 of Form I-9 must be completed by the department and the employee E-Verified within three (3) business days of hire date.

Orientation

- Orientation is regularly scheduled, currently the 2nd and 4th Tuesday of each month. Hiring managers should contact the Human Resources office for time, date and location. Orientation provides Information about history, organizational mission and values, benefits, parking ([UNT parking services manages permits for all campuses](#)), perks and location-specific policies and procedures.

ePAR

- To place employee on payroll, an ePAR should be submitted and approved, with the start date being the effective date of the ePAR.

Hiring Faculty

Helpful links

- General Information: <http://vpaa.unt.edu/faculty-resources/recruitment-and-compensation/recruitment>
- VPAA-130 and VPAA-131 forms and offer letter templates: <https://vpaa.unt.edu/faculty-resources/forms-and-templates>
- Recruitment and Hiring Expenses standard reimbursement amounts: [http://vpaa.unt.edu/sites/default/files/Faculty Recruitment and Hiring Expenses Reimbursement Rev July 2017.doc.pdf](http://vpaa.unt.edu/sites/default/files/Faculty%20Recruitment%20and%20Hiring%20Expenses%20Reimbursement%20Rev%20July%202017.doc.pdf)

Contacts

- Faculty position approval and creation, VPAA-130, and VPAA-131: Melinda Lilly, ext. 3951, melinda.lilly@unt.edu
- Faculty Offer Letters and VPAA-131: Melissa Delozier, ext. 2673, melissa.delozier@unt.edu
- Faculty recruitment process or general questions: Melissa Delozier (see contact info above) and Tami Patterson, ext. 3953, tami.patterson@unt.edu



Hiring Faculty

Two individual documents used for faculty recruitment and offer process

- VPAA-130 Faculty Recruitment Request Form
 - Section 1 is used to request recruitment of a new or vacant faculty position
 - Section 2 is used to request approval to extend a written offer to a faculty candidate
- VPAA-131 Faculty Recruitment Request & Offer Letter Approval
 - Recruitment Request (left side of form) is used to document anticipated salary and commitment expenses prior to recruiting for the position
 - Offer Letter Approval (right side of form) is used to document actual salary and commitment expenses offered to the faculty candidate in their offer letter



System ID# (SIN-Assigned by Provost) 600----
 Date: 07/18/2017 Phone: 940-565-2673
 Prepared by: Connor Banks

Section 1: VPAA-130 Faculty Recruitment Request

New Position VPAA Will Assign Position #: _____
 Replacement Position Position #: 0000742
 Name & Rank past employee: Thomas Wells, Lecturer
 Date previous employee terminated: 05/31/2017

Is this an Endowed Chair/Professor position? Yes No

If yes, please list the title of the endowment and attach the related MOU _____

Base Department#: 110100 Department Name: Nursing

Rank/Title Lecturer FTE: 1.0

Non-Tenure Track Term Limits: One Year: _____ Multiple Year: 3 (# of Years)

Search Committee Chair Name (if known): Melinda Lilly

Anticipated Hire Date: 9/1/17 Requested Salary: \$ 50,000.00

Funding Source(s) for Salary:

Budgeted Position Salary Chart String	Funding Dist. %	Current Budgeted Salary	Salary Adjustment Amount	Chart String or Funding Source for Additional Salary
110100-200-830001-100	100%	\$ 50,000.00	\$ 0.00	NA

<p>1) Please explain the need for this position, including enrollment demands, curriculum offerings, teaching assignments, and any anticipated administrative services. Provide a general description of the field of scholarship or artistic performance and its importance to the field currently and anticipated for the foreseeable future:</p>	
<p>2) Please document the office and lab space assignment(s) for this position by building and room number(s). Additionally, please document if any additional space and/or lab requirements are needed, and if any new construction or renovations are anticipated. Attach short form from facilities for construction/renovation projects</p>	

<p>3) How was the requested salary determined? Please attach any salary documentation used in calculation of salary. Please also include the CIP code(s) for the academic program(s) most closely associated with this position.</p>	
<p>4) (If applicable) How does the targeted research program for this position complement existing research that is occurring within the college? Are there interdisciplinary research opportunities that would advance UNT's research profile?</p>	
<p>5) If requesting an Associate or Full Professor, provide a brief explanation of what you expect a senior person to contribute and why this rank is important to the department.</p>	

Department Chair Signature

Date

College Budget Officer/Academic Financial Officer Signature

Date

Dean Signature

Date

Section 2: VPAA 130 -Request for Authority to Extend Offer of Appointment

Name: Kelly Cooke

Is English the primary language? Yes No (if no, consult Policy 06.023)

Address: 63 Henderson Dr.

City: Denton State: TX Zip: 76203

Citizenship Status: U.S Citizen Permanent Resident Non-Resident: Visa Type _____

Personnel Data Materials Attached:

Transcripts showing degrees granted Offer Letter

Degree (PhD, MA, etc.)	Major	Institution	Date	Terminal Degree (Y/N)
Ph.D.	Nursing	Johns Hopkins University School of Nursing	05/2017	Y
MS	Biology	Johns Hopkins University School of Nursing	05/2014	N
BS	Biology	UNT	05/2012	N

Please indicate any conditions of the offer that are different from section 1 and the source of funds if applicable. (Attach additional information if necessary):

NA

Approvals: I certify that the evaluation process and hiring action was done in compliance with University policies and procedures and equal opportunity guidelines:

Chair Signature

Date _____

Dean Signature

Date _____

Director Academic Resources Signature

Date _____

VPAA - 131 Faculty Recruitment Request & Offer Letter Approval

Position Number:	0000742
College/Division:	CON
Department:	Nursing
Posted Position Rank:	Lecturer (multiple-year)
Type of research/lab space need: "Dry Lab" or "Wet Lab":	NA

Candidate Name:	Kelly Cooke
Payroll Start Date:	9/1/17
Offered Position Rank:	Lecturer (multiple-year)
Tenure Requested upon hire (Y/N):	N

RECRUITMENT REQUEST: Estimate by Funding Source (College, VPAA, etc.)								OFFER LETTER APPROVAL: Funding Source (College, VPAA, etc.)						Provost Use Only	
Expense	Fiscal Year	Dept	College	VP, R&I	VP, F&A	VPAA	TOTAL	Dept	College	VP, R&I	VP, F&A	VPAA	TOTAL	Current Commitment Balance	Commitment Funds Remaining
Salary:		\$50,000.00					\$50,000.00	\$50,000.00					\$50,000.00		
Start-Up - Equipment [1]:	PY18					\$1,000.00	\$1,000.00					\$1,000.00	\$1,000.00		
	PY19						\$0.00						\$0.00		
	PY20						\$0.00						\$0.00		
Start-Up - Renovation/Construction (*please describe below):							\$0.00						\$0.00		
Summer Research Support:							\$0.00						\$0.00		
Summer Salary:							\$0.00						\$0.00		
CREATE:							\$0.00						\$0.00		
Insurance [2]:							\$0.00						\$0.00		
Moving:							\$0.00						\$0.00		
Travel:							\$0.00						\$0.00		
Staff/Graduate Student Salary Support (**please describe below):							\$0.00						\$0.00		
Graduate Student Tuition Support:							\$0.00						\$0.00		
Other Reimbursements (**please describe below):							\$0.00						\$0.00		
Total Requested Commitments:		\$50,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$51,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$51,000.00		

[1] Start-up expenses are approved at the time the offer is made to the candidate. Approval of time of hire is merely an estimate. This form must be resubmitted for a new candidate if an offer is unsuccessful. A detailed cost schedule (see Start-up Details Tab below) must be submitted for start-up that exceeds \$100,000.

[2] Standard reimbursement amounts for insurance and other typical hiring expenses can be found at: http://vpaa.unt.edu/sites/default/files/Faculty_Recruitment_and_Hiring_Expenses_Reimbursement_Rev_March_2017.doc.pdf

Space - Please provide Office Building and Room #, and (if applicable) Lab Building and Room #:	
*Renovation/Construction - Provide brief description of anticipated needs and attach signed Facilities Estimate:	
**Staff Support Details - please provide detail on types of positions, salaries, and other related expenses:	
***Please provide detail on any Other Reimbursements listed above:	
If this is an Endowed Chair/Professor please document any additional compensation, supplements or reimbursements associated with the endowed position:	
Comments:	

Reviewed by:

	Signature	Date	Signature	Date
Director for Academic Resources:				
Vice Provost Academic Resources:				
Director Space Management:				

Approvals (if applicable)	Request to Hire Total	Signature	Date	Offer Letter Total	Signature	Date
Total Department Funded Commitments Chair Approval:	\$50,000.00			\$50,000.00		
Total College Funded Commitments Dean Approval:	\$0.00			\$0.00		
Total Provost Funded Commitments:	\$1,000.00			\$1,000.00		
Total VP Research & Innovation Funded Commitments:	\$0.00			\$0.00		
VP Finance and Admin Funded Commitments:	\$0.00			\$0.00		

Approved for Tenure (if applicable):	
Provost:	

Academic Resource Use Only	Comments
Opportunity Hire	
Spousal Hire	
High Impact Hire	

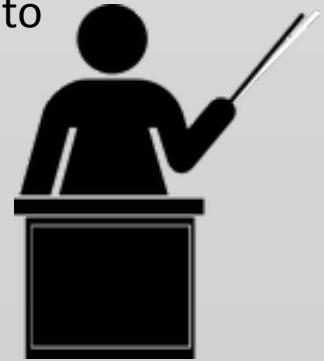
rev. 06/12/2017

Hiring Faculty

Online application system:

<https://facultyjobs.unt.edu/hr>

- Upon final approval of the forms, the Academic Resources Coordinator will draft a posting.
- Search Committee Chair will make changes, additions and edits to the posting, and electronically route posting for approval.
- Upon approval, applicants will begin to apply.
- The committee members will review all online applications and documents, assess qualifications and select appropriate status changes through the review process.
- Interviews
 - Phone and web-based interviews may take place and do not require approval
 - Before an on-campus interview may be conducted, approval via the Faculty Jobs system is required
- The Search Committee Chair will make a recommendation for hire via the Faculty Jobs system.



New Faculty Compensation

- Salaries for new positions and new postings should be benchmarked against current market data.
- UNT is presently utilizing CUPA market data for R1/R2 research institutions
- We strive to hire new faculty within 90-110% of the median salary listed for the relevant rank and CIP code.
- If you have a need to post a position outside of this range, please include detailed information with your hiring request that provides justification for your requested salary. We will review this information and determine if it is appropriate to proceed with the requested rate.
- Please consult with Academic Resources before offering a salary that is outside of this range.

Hiring Faculty

Offer Approval

- Complete the Offer Letter Approval section (right side) of the VPAA 131 form in accordance with the terms of the offer letter.
 - Tenure Requested upon hire (Y/N) – expedited tenure approval documents will need to be attached to the offer letter packet if tenure is requested upon hire
- Complete the expense table with all relevant info as described in the recruitment request section previously
- Complete detail areas if related expenses were documented in the table

APPROVED



Hiring Faculty

Providing an extraordinary onboarding experience is a UNT priority!

- The following checklist should be used to ensure a successful onboarding experience.
 - <https://vpaa.unt.edu/sites/default/files/legacy/provost/New%20Faculty%20Checklist%206.20.17.pdf>
- Every effort should be made to ensure that faculty have an ePAR submitted before their first day on payroll and are appropriately enrolled during their initial eligibility period, or 1st 30 days.

Orientation

- Sponsored by the Office for Faculty Success each August, New Faculty Orientation provides new full-time faculty with the necessary tools for a smooth transition to the university.
 - <http://vpaa.unt.edu/fs/workshops/orientation>

NEW! Junior Faculty Summer Research Grant Election

- New Assistant or Associate Professors hired without tenure must now elect if they want to take the provided funds (currently \$5000) as salary or as operating funds prior to 9-1.

Hiring Adjunct Instructors

Information is located at <http://vpaa.unt.edu/faculty-resources/recruitment-and-compensation/recruitment> (scroll to the bottom of the page)

Posting process

- Adjunct Instructor recruitment request form
 - [http://vpaa.unt.edu/sites/default/files/legacy/provost/Adjunct%20Recruitment%20Request%20Form%20\(fillable%202017.03.01\)_0.pdf](http://vpaa.unt.edu/sites/default/files/legacy/provost/Adjunct%20Recruitment%20Request%20Form%20(fillable%202017.03.01)_0.pdf)
- Position created, approved and posted on <https://facultyjobs.unt.edu>

Applicants

- All applicants must apply through the faculty hiring system and all materials must be supplied through the system to be considered.
- The posting will be closed toward the end of the academic year.
- Multiple applicants can be hired off this posting.

Selection process

- Status changed to “Recommend Adjunct Hire” in the Faculty Jobs System
- Criminal History Check may be required
- Official transcript with highest degree conferred is required

Hiring Adjunct Instructors

Offer letter template

- <http://vpaa.unt.edu/resources/forms>

ePAR

- The ePAR submitted to place the Adjunct on payroll will be approved by Academic Resources once the signed offer letter and any other required documents are received and processed.

Onboarding

- Link sent by Academic Resources if needed.

Orientation

- Available online via Black Board Learn (conversion to Canvas coming soon).

Benefit enrollment

- Complete within first 30 days of eligibility.
- Those eligible to enroll will receive email from UNT System Benefits.
- Contact HRbenefits@untsystem.edu, or 1-855-878-7650

Salaried Graduate Student Structure

Graduate Student Employment Information:

- <http://vpaa.unt.edu/resources/retention>
- July 2018 – Graduate Pay Schedule was updated
- **Minimum salaries do not change**, and there will be no central funding at this time to address any increases.
- If a department pays a rate greater than the designated midpoint of the range, they must include a justification with the submitted ePAR that addresses the unique skills of the employee or characteristics of the job that support the higher rate of pay.
- In the past, there was frequently only one salary range used for all departments within most colleges. Because the new ranges are based on discipline specific market data, there will often be differences in the salary ranges between departments within a college.
- If ranges did not change, market data indicated that our current rates of pay were at or above current market rates.
- The 2017-2018 OSU Graduate Assistant Stipend Survey was used for determining current market rates.



Leave

Faculty and staff who are retirement eligible also are eligible for leave programs. Time away from the workplace must be approved by the immediate supervisor, and may require additional approval by other administrators. Leave requests are managed electronically with the eLeave process.

■ FMLA

- <https://www.untsystem.edu/hr-it-business-services/human-resources/family-and-medical-leave-act-fmla>
- UNT System Human Resources uses [FMLASource](#)® to administer requests and claims for these important and valuable employee benefits
- Primary Eligibility Requirements
 - Have at least 12 months of state service.
 - Worked at least 1,250 hours in the 12 months preceding the leave.

■ Parental leave <http://policy.unt.edu/policy/05-061>

- University faculty and staff with less than a total of 12 months of state service or who have worked less than 1,250 hours in the 12-month period immediately preceding the commencement of leave are entitled to a parental leave of absence, not to exceed twelve weeks, for the birth of a natural child or the adoption or foster care placement of a child under three years of age.

Leave

- Additional leave information
 - Sick leave <http://policy.unt.edu/policy/05-050>
 - Sick leave pool <http://policy.unt.edu/policy/05-051>
 - Holidays <http://policy.unt.edu/policy/05-067>
 - Vacation <http://policy.unt.edu/policy/05-055>
 - Faculty Development Leave <http://policy.unt.edu/policy/06-010>



Salary Adjustments

Employees paid on a 9 month basis may elect one of the following options:

- **Premium Reserve** means regular salary is divided by 9 and paid out Sept – May. This is the default pay option. Summer insurance premiums are deducted from the employee's 9 checks and held in reserve to cover summer insurance costs.
- **Annualized Compensation** (salary spread) means the 9 month salary amount is paid out and insurance premiums are deducted over 12 months. This is an elected option. The amount paid in summer will show as PNE (paid not earned) on the employee paycheck.



Salary Adjustments

Promotion

- Faculty will follow established promotion, tenure and reappointment policies and timelines. Promotions are generally implemented on September 1.
- Faculty promoting in rank will now receive either a 5% salary adjustment **or** a flat dollar amount as listed in the following table, **whichever is greater**. Department chairs and other 12 month administrators promoting in rank will receive an annualized adjustment, which will be converted to a 9 month amount at the time the administrator returns to a 9 month appointment.

Rank	Minimum Raise Amount
Professor	\$4800
Associate Professor	\$3600
Principal Lecturer/Clinical Professor	\$3800
Senior Lecturer/Clinical Associate Professor	\$2600

Salary Adjustments

- Staff Reclassification - staff may be submitted for reclassification during announced reclassification windows. Specific instructions for criteria will be provided when the reclassification period is announced.
- Staff equity adjustments – submit via Staff Equity Request form available from Campus HR
- Faculty equity – a full faculty salary study will be conducted every three years
- Faculty Counter Offer or Retention adjustments – submit via appropriate form to Academic Resources
- Merit – both faculty and staff will follow the prescribed deadlines and criteria when merit funds are available
- Additional Pay
 - Supplemental Pay policy: <http://policy.unt.edu/policy/05-040>
 - Forms available at: <http://vpaa.unt.edu/resources/forms>
 - Additional pay (augmentations and tasks) is limited to 20% of a faculty members 12 month annualized salary each academic year.
 - Tasks and Augmentations require certification that the work has been completed.

Summer Overview

General Faculty Summer Compensation information

- <http://vpaa.unt.edu/faculty-resources/recruitment-and-compensation/compensation-summer>

Teaching

- Use the spreadsheet calculation provided by Academic Resources to determine summer pay.



Other summer work

- Program Project Coordination-job code 1233
 - A brief description of the work that the faculty member will be performing is required.
- Tasks-job code 1621
 - Submit a VPAA 11-b for any faculty member receiving a task or augmentation during the summer PRIOR to the beginning of the task or augmentation. A completion form is required before task payment is made.
 - Task payments are compensation paid upon the completion of a specific project or work assignment. For summer, faculty tasks can include course development and advising.
- Research-job code 1301
 - Faculty cannot receive more than 95% of their monthly institutional base salary from federal awards during the three summer months.
 - Description of work is required for any research request not being paid from external sources (“G” accounts).

Terminations

General information: <https://www.untsystem.edu/hr-it-business-services/human-resources/retirement-resignation-separation>

■ ePAR

- The use of ePAR is currently recommended for the termination of faculty members. Generally, the effective date of the termination should be 9/1. Staff terminations should be effective the day following the employee's last day on payroll.

■ Faculty Departure Checklist

https://vpaa.unt.edu/sites/default/files/IMCE/inserts/maf0062/faculty_departure_checklist_0.pdf

■ Retirement

- There is no mandatory retirement age for faculty or staff personnel. A faculty or staff member may retire at any age if he/she is eligible for retirement benefits under his/her retirement program either because of age and service, or because of permanent disability.
- Retirement policy : http://policy.unt.edu/sites/default/files/05.031_Retirement_2002.pdf

■ Leave payout

- **Vacation** - Payment for all vacation time duly accrued as of the separation may be made by extending the date the staff member is to be removed from the payroll until the vacation time is expended; by a lump sum payment; or by a combination of the two methods. Extension of salaried pay is limited to the current month only.
- **Comp time** - Normally, a staff member must use all accrued compensatory leave earned at 1.5 prior to terminating employment. In unusual circumstances, a staff member may receive a cash payment for such time at termination; however, special calculation may be required, contact Human Resources for assistance.
- **Sick**- Employees who leave employment will not be paid for unused sick leave. They may donate unused sick leave to the Sick Leave Pool. (An exception: some sick leave may be paid to the estate of those who die while employed.)

Additional Resources



UNT System Human Resources

- <https://hr.untsystem.edu> (855) 878-7650

UNT System Benefits

- <https://www.untsystem.edu/hr-it-business-services/human-resources/benefits-ers-insurance> (855) 878-7650, option 2

UNT International

- Visa questions and issues <https://international.unt.edu> (940) 565-2197

Career Center

- Hourly student employees <http://studentaffairs.unt.edu/career-center> (940) 565-2105

Campus Human Resources

- Non-student hourly employment <https://www.unt.edu/hr> (940) 565-2281



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