



SEARCH PROCESS FOR HIRING FACULTY

**The University of Southern Mississippi
Office of the Provost**

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INTRODUCTION

Please refer to the following information when processing paperwork regarding advertising, interviewing, and hiring tenure track faculty, instructors, visiting faculty all non-tenure track research, clinical, artist-in-residence, professor of practice, and adjuncts. These hiring processes can be located at http://www.usm.edu/provost/search_process.htm.

The "Permission to Hire" forms and Personnel Data Sheet forms (PDS) are available in the dean's office of each college; (these forms are also available in the Office of the Provost). Personnel Action Forms (PAF) are available from Human Resources. Please refer to the Provost Calendar for due dates at <http://www.usm.edu/provost/>.

The administrative assistant (staff) for each dean will be the contact person between the deans' offices and Linda Dorsey in the Office of the Provost. Questions about this process from the respective academic departments should be addressed to the dean's administrative assistants. If at any time during the process of this paperwork, a requested item is not readily available, insert a plain sheet of paper in its place with a statement of explanation. Do not delay the process while you wait on something that has been requested. (Example: Official transcripts may have been requested but not yet received.)

Personnel paperwork from the Gulf Coast must have the Gulf Coast Associate Provost's signature prior to sending to Linda Dorsey in the Office of the Provost in Hattiesburg.

All paperwork regarding faculty must be submitted to the Office of the Provost.

PROVOST APPROVAL OF FACULTY POSITIONS

Deans will meet with the Provost by **August 15** of each year to review requests to fill faculty positions for the upcoming academic year. If the positions are Gulf Coast faculty positions, deans must meet with the Associate Provost for Gulf Coast campus to discuss vacancies.

Deans will prepare a spreadsheet listing positions they wish to fill for the upcoming year and identify a funding source.

Provost will review and notify deans of searches that have been approved for the upcoming academic year after reviewing with the Budget Office.

SECTION ONE: Hiring Tenure Track Faculty and Instructors

STEP 1. Advertisement

- _____ **Prepare advertisement(s)**. You may or may not choose to include the following language in all advertisements – written and electronic: “Salary is commensurate with qualifications and experience”. Determine if a position will be advertised on Southern Miss’ website only, or if it will be advertised on the website and with other vendors. Best practice would include a print advertisement.

- _____ **Complete a job requisition** for advertisement in People Admin. AA/EEO office will coordinate with proofreader for final version of advertisement.

- _____ **Email the version of advertisement being placed with an outside journal to the AA/EEO office.** AA/EEO office will notify Procurement office that advertisement is approved.

- _____ **Prepare a separate purchase requisition** for each vendor where an advertisement will be placed. (Purchase requisitions are not necessary when there is no cost required by a vendor to publish an advertisement.)

STEP 2. Interview

- _____ Once the application deadline has passed, departments will review application material in People Admin. to determine which candidates are finalists.

- _____ Departments must indicate finalists, alternates, and those not selected for interviews in People Admin. And must select reason for non-selection.

- _____ Conduct on campus interview of finalists.

- _____ During the on-campus interview, all foreign national finalists must visit with Barbara Whitt Jackson, Administrator of the Office of International Student and Scholar Service (ISSS), to review the finalist’s immigration status. Upon completion of the candidate’s visit, the Administrator will send a memo assessing the immigration status of the candidate to the search committee chair and department chair.

- _____ Include Provost in the interview processes for chair/director positions.

STEP 3. Permission to Hire

Once interviews have concluded and a candidate has been selected, prepare the “Permission to Hire” form.

_____ **Permission to Hire.**

_____ Be sure all information is completed and note any special conditions, such as research start-up funds, allowing years toward tenure/promotion, moving expenses, etc.

_____ Indicate on the top of the form whether the Permission to Hire is a Hattiesburg or Gulf Coast position.

_____ **Immigration Status Memo.** Attach the ISM memo completed by Barbara Whitt Jackson for the selected candidate.

_____ **Draft Copy of the Offer Letter.** This letter must be clearly stamped “**DRAFT**” and cannot be mailed to or shown to the candidate until the Provost and Budget Officer give final approval for hiring the candidate. **The offer letter must be signed by the dean.** The offer letter will need to include the following:

_____ Rank/Title

_____ Salary (to include reference to any pending salary adjustments relative to ABD or Ph.D.)

_____ Start Date

_____ 9 month or 12 month appointment

_____ Expectations of position including teaching, research, service, and economic development.

_____ **If applicable:** Credit for tenure and promotion. Any credit for tenure and/or promotion must be approved by Provost and President.

_____ **If applicable:** Amount of start up funds and moving expenses as well as any other miscellaneous special circumstances that are listed on the “Permission to Hire” form.

_____ Deadline date for acceptance of the terms.

_____ Acceptance signature/date block on the bottom of the letter for candidate to sign and return.

_____ Attach a copy of curriculum vitae.

_____ Attach a copy of official transcript.

Once the completed hire package is received by Linda Dorsey in the Office of the Provost, the Provost will review. If approved, a copy of “Permission to Hire” form and the approved draft offer letter will be sent to the respective dean’s office. **The final written offer to the candidate will be coordinated by the dean.** If the candidate declines or the offer is withdrawn, send an e-mail notice to Linda.Dorsey@usm.edu.

If there has been a change in the funding source for this position, dean must submit updated spreadsheet to the Provost for review.

STEP 4. Confirmation of Hire in People Admin.

_____ Once candidate has accepted offer, department must confirm the status of the new hire in People Admin.

STEP 5. Personnel Processing

Assemble the following: The items listed below are required by the Department of Human Resources. Complete and send to Dean for final review and approval. Dean will send to Linda Dorsey in the Office of the Provost.

- _____ Personnel Action Form (PAF)
- _____ Copy of “Permission to Hire” form
- _____ Original offer letter with acceptance signature of candidate and date signed (updated each year for one year/visiting appointments)
- _____ Final “Affirmative Action Selection/Non-Selection” form (note “SEL” beside the name of the candidate selected for employment)
- _____ Three letters of recommendation
- _____ Official Transcripts– these must be official transcripts for all graduate degrees
- _____ Curriculum vitae
- _____ Immigration Status Memo
- _____ “Verification of Faculty Credentials” form

Once the completed PAF package is received by Linda Dorsey in the Office of the Provost, the Provost will review and approve. After approved, the package of material will be sent to the Department of Human Resources.

E-Verify – All employees must come to the Department of Human Resources no later than the first day of employment to complete the E-Verification process.

SECTION TWO: Hiring Visiting Faculty and Non Tenure Track Faculty including Research, Clinical, Artist-In-Residence, Professor of Practice. This includes Post-Doctoral Positions on E and G funds only.

These positions do not require a competitive hiring process. However, the “Permission to Hire” form must be completed and approved by the Provost.

Step 1. Permission to Hire

Once a candidate has been selected, prepare the “Permission to Hire” form.

_____ **Permission to Hire.**

_____ Be sure all information is completed and note any special conditions, such as research start-up funds, allowing years toward tenure/promotion, moving expenses, etc.

_____ Indicate on the top of the form whether the Permission to Hire is a Hattiesburg or Gulf Coast position.

_____ **Immigration Status Memo.** Even though the candidate has not gone through a competitive hiring process, a foreign national candidate’s immigration status must be reviewed by Barbara Whitt Jackson. Attach the ISM memo completed by Barbara Whitt Jackson for the selected candidate.

_____ **Draft Copy of the Offer Letter.** This letter must be clearly stamped “**DRAFT**” and cannot be mailed to or shown to the candidate until the Provost and Budget Officer give final approval for hiring the candidate. **The offer letter must be signed by the dean.** The offer letter will need to contain the following:

_____ Rank

_____ Salary (to include reference to any pending salary adjustments relative to ABD or Ph.D.)

_____ Start Date

_____ 9 month or 12 month appointment.

_____ Expectation of position as it relates to teaching, research, and service (as applicable).

_____ **If applicable:** Amount of start up funds, moving expenses, or any other miscellaneous special circumstances that are listed on the “Permission to Hire” form.

_____ Deadline date for acceptance of the terms

_____ Acceptance signature/date block at the bottom of the letter for candidate to sign and return.

_____ Attach a copy of curriculum vitae.

_____ Attach a copy of official transcript.

Once the completed hire package is received by Linda Dorsey in the Office of the Provost, the Provost will review. If approved, a copy of “Permission to Hire” form and the approved draft offer letter will be sent to the respective dean’s office. **The final written offer to the candidate will be coordinated by the dean.** If the candidate declines or the offer is withdrawn, send an e-mail notice to linda.dorsey@usm.edu.

STEP 2. Personnel Processing

Assemble the following: The items listed below are required by the Department of Human Resources. Complete and send to Dean for final review and approval. Dean will send to Linda Dorsey in the Office of the Provost.

- _____ Personnel Action Form (PAF).
- _____ Copy of "Permission to Hire."
- _____ Original offer letter with acceptance signature of candidate and date signed (updated each year for one year/visiting appointments)
- _____ Three letters of recommendation
- _____ Official Transcripts– these must be official transcripts for all graduate degrees
- _____ Curriculum Vitae
- _____ Immigration documents, if required
- _____ Immigration Status Clearance Memo (ISM)
- _____ Verification of Credentials form signed with all appropriate signatures and dates

Once the completed PAF package is received by Linda Dorsey in the Office of the Provost, the Provost will review and approve. After approved, the package of material will be sent to the Department of Human Resources.

E-Verify – All employees must come to the Department of Human Resources no later than the first day of employment to complete the E-Verification process.

SECTION THREE: Hiring Adjunct Faculty/Part Time Faculty

The **Personnel Data Sheet (PDS)** must be used to hire adjunct faculty. The required attachments are curriculum vitae, official transcripts, and verification of faculty credentials form. Staff should consult the Provost calendar for the deadline date for submission to the Office of the Provost prior to each semester. The Provost Calendar for due dates can be located at <http://www.usm.edu/provost/>.

E-Verify – All employees must come to the Department of Human Resources no later than the first day of employment to complete the E-Verification process.

SECTION FOUR: Hiring Faculty to Teach on Study Abroad Programs

Below are the procedures to hire a faculty member to teach in one of the credit abroad programs at Southern Miss:

1. Current Southern Miss Faculty

Submit a **Personnel Action Form (PAF)** when hiring a current Southern Miss faculty to teach on a credit abroad program. All Southern Miss faculty hired to teach on credit abroad programs will need to ensure that the following documents are on file with Human Resources.

- _____ Official Transcripts
- _____ Curriculum vitae
- _____ Verification of Faculty Credentials Form
- _____ Verification/evaluation of foreign credentials, if required

2. Adjunct Faculty (non-Southern Miss faculty)

Submit a **Personnel Data Sheet (PDS)** when hiring an adjunct faculty member to teach on a credit abroad program. Adjunct faculty who are hired to teach on credit abroad program will need to submit the following documents:

- _____ Official Transcripts
- _____ Curriculum vitae
- _____ Verification of Faculty Credentials Form
- _____ Immigration Documents, if required
- _____ Verification/evaluation of foreign credentials, if required

Once the completed PAF or PDS package is received by Linda Dorsey in the Office of the Provost, the Provost will review and approve. After approved, the package of material will be sent to the Department of Human Resources.

SECTION FIVE: Verification of Foreign Transcripts

All graduate transcripts of any faculty member who has a degree(s) from a foreign university **must** have the foreign transcript (s) evaluated by an independent third party. There are several companies who provide this service for a fee. The evaluation of the foreign transcript (s) must accompany the rest of the hiring documentation. Allow for at least four (4) weeks for the foreign transcript (s) to be evaluated and returned to the faculty member and/or university. It is up to the individual faculty member to bear the cost of obtaining the evaluation. A complete listing of companies who provide this service may be obtained from Director of Human Resources.

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Office of the Provost Website location of Search Process for Hiring Faculty and forms:
http://www.usm.edu/provost/search_process.htm