PROCESS MAP FOR HR.11.00
RECRUITMENT AND HIRING OF EHRA TENURED / TENURE-TRACK FACULTY

NC STATE
College of Sciences

FACULTY / HIRING OFFICIAL

Start Here

Department/Unit **identifies need** for a EHRA T/TT Employee and has secured position & funding[1, 4]

Hiring official should develop a **diverse search committee** & ensure all members have received OIED training.[7]

Search committee begins to **review applicants** & prepare to submit interim report.[4, **]

Once the interim report is **approved**, candidates can be contacted for interviews

A minimum of 3 applicants must be **interviewed.**[4,9, **]

At least 2 **professional references** for the selected candidate are recommended to be completed.[3]

Position is required to post externally for recruitment in PA7 for a minimum of 20 business days.[3]

If posted to external sites, send draft posting to COS HR for approval.[4]

DEPARTMENT HR PARTNER / BUSINESS OFFICER

Submits job description in PA7[2] & **request to post for recruitment.**[4]

Submits the **Interim Report for approval.** It must be approved prior to contacting candidates to conduct interviews.

Submits **Hiring Proposal** (HP) through PA7[2,3]. Per POL 05.20.01.[8], DVF results are sent in comments of HP.

If funded by an L5 account, follow the **SOP CRO.02.00** and complete the **COS Salary Action Approval Form.**

With approved Hiring Proposal, follow **Offer Letter Process Map & SOP**[5, *]

Submit Hire/Transfer Packet[6] to **Initiate Hire/Transfer Process**.

COLLEGE HR (COS HR)

Receives the PA7 action to **review & approve**. After COS HR approval, action is routed[3] through various College & University approvers*

Reviews & approves the interim report and route to the next level of approval.[3, *]

Receives Hiring Proposal to **review & approve.** After COS HR approval, Hiring Proposal is routed through various College & University approvers[3,4,*].

Using the full COS Hire/Transfer[6] Packet, COS HR **initiates JAR action**[10].

Employment can start after Background Check is endorsed.

End Here

UNIVERSITY APPROVERS

OIED serves as the University Affirmative Action (Univ AA) Officer approver and must approve the interim report **BEFORE** candidates can be contacted for an interview. If OIED recommends edits, the interim report is pushed back to the Department Representative*. Upon approval, the initiator will be notified via automatic email[4].

Associated Links & Footnotes:

1. UHR Class & Comp/System Office Requirements
2. PeopleAdmin 7 (PA7)
3. PeopleAdmin Workflow
4. HR.04.00 Recruitment & Search Committee SOP
5. HR.02.00 Offer Letter Process Map & SOP

6. COS HR Hire Action Request Form
7. OIED Recruitment & Hiring Training
8. POL 05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure
9. Hiring Official is the supervisor of the position that is responsible for interviewing and overseeing the position recruitment process.

10. COS HR will contact COS OFBM if position budget in JAR doesn't match hire/transfer packet. COS OFBM will review budget tables with Department Representative/Business Officer.
* Approval timelines can vary with other College & University approvers after COS HR approves PA7 request. If any approver recommends edits/changes, the action is pushed back to the Department Representative which could delay the recruitment.
** Timeline driven by Hiring Official

Last Updated 11/11/2020