UMKC

Office of the Provost and Executive Vice Chancellor

CHECKLIST FOR FULL-TIME, UNRANKED ACADEMIC APPOINTEE HIRING

Effective 04/04/2024
Review Date 6/30/2024

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The purpose of this checklist is to outline the steps that must be followed in the process of hiring full-time, unranked academic appointee positions at the University of Missouri - Kansas City. Searches for all full-time faculty and academic positions, whether for a newly created or vacant position, require prior unit financial and Dean level review. This checklist provides the required steps for obtaining those approvals and executing the hire. Further guidelines regarding the academic hiring process may be found on the UMKC HR website at https://info.umkc.edu/academichiring/.

Unit/Department: _____

Title/Position: _____

Position Number: _____

Proposed Salary Range: _____

Source of Funding: _____

Candidate Name: _____

☐ Search committee members complete the required online training through the Percipio Learning Management System.

• Course: **https://share.percipio.com/cd/p12ByV-5q**
• Transcript: **https://share.percipio.com/cd/JEQcxDMUO**

1.0 Evaluation of Request to Recruit by Human Resources

☐ 1.1 Academic unit completes and submits a *Request-to-Recruit Form* to HR Academic Hiring Coordinator (Debby Laufer dlaufer@umkc.edu) to evaluate details provided in *Request-to-Recruit Form*.

☐ 1.1.1 Position title, rank, job description (Word doc), and proposed salary are appropriate
☐ 1.1.2 Advertisement matches requested position, includes EOE statement
☐ 1.1.3 Hiring supervisor provides intent for recruitment (unranked non-tenure track positions require regional advertising and a minimum of 3 business days posting on the UMKC recruitment portal)

2.0   Approval and Posting

☐ 2.0 Academic Hiring Coordinator enters approval decision on *Request-to-Recruit Form*
  - HRBP will be notified if additional information or edits are needed to post
☐ 2.1 Academic Hiring Coordinator posts the position and notifies HRBP and hiring manager of the Job Identification number.
  - Hiring manager may request help with sourcing from the Academic Hiring Coordinator

3.0   If approved to recruit, unit conducts search

☐ 3.1 Unit advertises position using Recruitment Plan if provided, and retains evidence of advertisement and any outreach
☐ 3.2 At application deadline, unit reviews applicants and identifies finalists
☐ 3.3 Unit requests transcripts from top finalist(s) (if HLC credentialing is needed)
☐ 3.4 Unit schedules interviews with finalists and requests approval from candidate for off-list referencing
    ☐ 3.4.1 Candidate approves request for off-list referencing: ☐ Yes ☐ No
☐ 3.5 Unit conducts interviews with finalists, completes on-list referencing, and if approved by the Dean and the candidate, off-list referencing
☐ 3.6 Unit or HRBP drafts offer letter using Provost approved template Offer Letter Request Form for unranked NTT faculty

Please update applicant status as you move through the review process. Contact Academic Hiring Coordinator if you have any questions on how to status.

4.0   Final Review and Approval

☐ 4.1 Unit submits packet for final hire approval to Academic Hiring Coordinator. Hiring packet must include the following evidence to be considered for approval:
    ☐ 4.1.1 Offer letter draft with requirement to complete Criminal Background Check
    ☐ 4.1.2 Approved Request to Recruit form
    ☐ 4.1.3 References
    ☐ 4.1.4 Checklist for Full Time, Unranked NTT Faculty Hiring (this checklist) with all above steps and items documented
    ☐ 4.1.5 Official transcripts (if credentialing is required)
☐ 4.2 Academic Hiring Coordinator enters approval decision on Checklist and returns approved packet to academic unit to initiate hire

Vice Provost Designee Decision: _____

5.0 Offer and Hire completed

☐ 5.1 Academic unit extends offer to finalist. Once offer letter is returned, unit sends copy of fully signed offer letter to Academic Hiring Coordinator

☐ 5.2 All applicants, including individuals interviewed, receive a status and receive a communication that the position was filled. Position cannot be closed until completed.

☐ 5.3 Unit creates personnel file and starts the onboarding process

☐ 5.4 Unit uploads transcript and credentialing form to e-paf (if applicable)

☐ 5.5 HRBP/HRF uploads completed Checklist for Full Time Faculty Hiring and all recruitment documentation from hiring manager into e-recruit as hiring file

_____

Signature below certifies that all steps in the hiring process described on this form have been completed.

_____   _____

HRBP/HRF   Date