



Office of the Provost and Executive Vice Chancellor

CHECKLIST FOR FULL-TIME FACULTY HIRING

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Developed by
Barbara A. Bichelmeyer, PhD (bichelmeyer@umkc.edu)
Diane L. Filion, PhD (filiond@umkc.edu)

The purpose of this checklist is to outline the steps that must be followed in the process of hiring full-time faculty at the University of Missouri - Kansas City. Searches for all full-time faculty, whether for a newly created or vacant position, require prior approval from the Provost. This checklist provides the required steps for obtaining Provost approval 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/

1.0 Dean presents initial hiring request at Hiring Retreat and/or in meeting with Provost

Two hiring retreats will be held each year, one in fall and one in spring. Each Dean will complete the academic hiring request spreadsheet prior to the retreat and will briefly present each request to the Council of Deans at the retreat.

The purpose of this exercise is to provide opportunity to explore joint hires and collaboration opportunities. Following the retreat, the Provost, with input from the Deans and CFO, will identify which requests are approved to move forward.

If an academic unit must request a faculty hire outside the hiring retreat process, the Dean will discuss with the Provost to review the request and rationale.

- 1.1 Dean receives approval to move forward with search
1.2 Dean appoints search committee and works with search committee to create the position description and complete Request-to-Recruit Form

Unit/Department: _____
Title/Position: _____
Rank/Classification: _____
Position Number: _____
Proposed Salary Range: _____

2.0 Evaluation of Request to Recruit by HR, Affirmative Action

- 2.1 Following Step 1.1, the academic unit submits a Request-to-Recruit Form to Academic HR Specialist (Hankins)
2.2 Academic HR Specialist (Hankins) evaluates details provided in Request-to-Recruit Form
2.2.1 Position title, rank, description, and proposed salary match request to Provost and are appropriate
2.2.2 Advertisement matches requested position, includes EOE statement
2.2.3 Academic HR Specialist (Hankins) emails Request-to-Recruit Form to Affirmative Action Office Director (Wyatt)

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- 2.3 Affirmative Action Office Director (Wyatt) evaluates details provided in [Request-to-Recruit Form](#) to determine appropriateness of plan for Diversity and Inclusion
 - 2.2.1 If plan for Diversity and Inclusion is not sufficient, Affirmative Action Director (Wyatt) works with unit to address. Unit revises plan and Task 2.3 is re-visited until approval is received.
 - 2.3.2 Affirmative Action Director (Wyatt) enters certification decision on [Request-to-Recruit Form](#) and emails completed form to unit dean and Academic HR Specialist (Hankins)

3.0 Evaluation of Request to Recruit by Provost

- 3.1 Academic HR Specialist (Hankins) routes [Request-to-Recruit Form](#) to Vice Provost for Faculty Affairs (Filion) and Executive Assistant to the Provost (Tuma), copying the unit dean
- 3.2 Executive Assistant to Provost (Tuma) prints [Request-to-Recruit Form](#) and places in file for review by Provost
- 3.3 Provost reviews Request-to-Recruit form with Dean considering Academic Unit performance data provided by the Division of Planning, Analysis, and Decision Support, including but not limited to:
 - Enrollment trends
 - Position's fit within unit strategic plan and budget
 - UM System Teaching Workload Waiver Report
 - Average student to faculty ratio
 - Percentage of sections below 20 students
 - Percentage of required courses taught by part-time faculty
 - Number of retirements, resignations, departures over the past three years
- 3.4 Provost enters approval decision on [Request-to-Recruit Form](#) and delivers to Executive Assistant to the Provost (Tuma)
- 3.5 Executive Assistant to Provost (Tuma) emails [Request-to-Recruit Form](#) to Academic HR Specialist (Hankins), Vice Provost Faculty Affairs (Filion), and unit Dean as notice of whether the Request to Recruit has been approved or denied

4.0 If approved to recruit, unit conducts search

- 4.1 Unit advertises position using approved advertisement and Diversity and Inclusion hiring plan
- 4.2 Search committee completes required training
- 4.3 At application deadline, unit emails [Pool Certification Form](#) to Affirmative Action Director (Wyatt)
 - 4.3.1 Affirmative Action Director (Wyatt) evaluates diversity of applicant pool
 - 4.3.2 Affirmative Action Director (Wyatt) enters pool certification decision on [Pool Certification Form](#) and emails completed form to unit and HR Academic Specialist (Hankins)
 - 4.3.3 If pool is not certified, unit continues search and returns to step 4.3
- 4.4 Unit reviews applicants and identifies finalists
- 4.5 Affirmative Action Director (Wyatt) reviews list of final candidates and approves list for campus interviews
- 4.6 Dean reviews and approves list of final candidates invited to campus
- 4.7 Unit requests transcripts from finalists
- 4.8 Unit schedules interviews with finalists and requests approval from candidate for off-list referencing
 - 4.8.1 Candidate approves request for off-list referencing: Yes No

- 4.9 Unit conducts interviews with finalists, completes on-list referencing, and if approved by candidate, off-list referencing
- 4.10 Search Committee submits **unranked** list of final candidates to the dean, noting strengths and areas for development
- 4.11 Dean selects which finalist will move forward to receive offer
- 4.12 Unit submits details of offer to Academic HR Specialist (Hankins) using [Offer Letter Request Form](#)
- 4.13 Academic HR Specialist (Hankins) generates offer letter draft and sends to unit for Dean's signature

5.0 Final Provost Review

- 5.1 **Prior to extending offer**, unit submits hiring packet for approval to Vice Provost for Faculty Affairs (Filion) and Executive Assistant to Provost (Tuma). Hiring packages must include the following evidence to be considered for approval:
 - 5.1.1 Offer letter draft with Dean's signature and requirement to complete Criminal Background Check
 - 5.1.2 Approved [Request-to-Recruit Form](#)
 - 5.1.3 Approved [Pool Certification Form](#)
 - 5.1.4 Letters of Recommendation and Summary of on-list and off-list references
 - 5.1.5 Search Committee summary of finalists and qualifications
 - 5.1.6 Dean's strategic justification for hire
 - 5.1.7 Statement of planned workload for research and teaching at graduate and undergraduate levels
 - 5.1.8 Statement of needs for office space, research space, research equipment, personnel, and/or space renovations with plans for resource provision
 - 5.1.9 Official university transcripts
 - 5.1.10 Checklist for Full Time Faculty Hiring (this checklist) with all above steps and items documented
- 5.2 Provost enters approval decision on Checklist. Executive Assistant to Provost (Tuma) emails checklist to Dean, Vice Provost for Faculty Affairs (Filion) and Academic HR Specialist (Hankins)

Provost Decision: _____ Date: _____

6.0 If hire approved, offer extended

- 6.1 Unit notifies candidate of offer and negotiates details in concert with Provost
- 6.2. Offer letter finalized
 - 6.2.1 Unit updates offer letter as needed
 - 6.2.2 Unit sends final offer letter with dean's signature to Academic HR Specialist (Hankins)
 - 6.2.3 Academic HR Specialist (Hankins) obtains final Provost approval of offer letter on Checklist (below)

Provost Final Approval: _____ Date: _____

- 6.3 Academic HR Specialist (Hankins) emails final offer letter to candidate
- 6.4 Candidate signs final offer letter and returns it to Academic HR Specialist (Hankins)
- 6.5 Academic HR Specialist (Hankins) requests Criminal Background Check

7.0 Hire completed

- 7.1 Academic HR Specialist (Hankins) sends signed offer letter to unit
- 7.2 Unit uploads transcript and credentialing form to e-paf
- 7.3 Unit creates personnel file
- 7.4 Unit completes all steps on [New Faculty Onboarding Checklist](#)
- 7.5 Unit uploads completed and signed *Checklist for Full Time Faculty Hiring* (this checklist) into new faculty personnel file
- 7.6 HRBP/HRF uploads completed *Checklist for Full Time Faculty Hiring* and all recruitment documentation from search committee into e-recruit as hiring file

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

Dean of Hiring Unit

Date