

**EHRA Permanent Faculty Hiring
Step by Step Procedure**

This workflow describes the process for hiring employees into tenured/tenure-track and permanent (0.51 FTE or more) salaried clinical and research faculty appointments

Step	Action	Responsible Party	Duration (business days)
1	Appoint Search Committee and SC Chair. Identify administrative support for recruitment	Hiring Manager	
2	Initiate Infoporte request using "New employment" request type. Select appropriate "Employee Action" route Provide following information in comments or as attachment: <ul style="list-style-type: none"> • Faculty rank and job title • Hiring supervisor • Proposed start date • Duration of appointment (fixed-term faculty only) • Hiring salary range • Funding source(s) • List of Search Committee members (at least three, include women and minorities) • Recruitment waiver justification and candidate's CV (if applicable) • Visa requirements (if applicable) 	Hiring Manager or Designee	At least 3 months in advance
3	Routes request through offices for approval	Infoporte	3-5 days
4	Notify IT and Facilities of any computer and facility needs	Hiring Manager	In advance of hire date
5	Hold initial Search Committee meeting and provide HR Consultant with: <ul style="list-style-type: none"> • Position description and qualifications requirements • Required and optional application documents (e.g. CV, cover letter, research statement, list of references) • List of external advertising sources (if applicable) • Posting period (e.g. 14/30 days or open until filled) 	Search Committee SC Chair	5-15 days
6	Submit posting or recruitment waiver in PeopleAdmin	HR Consultant	3-5 days
7	Vacancy is reviewed, approved and posted to UNC recruitment website: https://unc.peopleadmin.com/ . Minimum posting period is 14 calendar days for fixed-term faculty and 30 calendar days for tenured/tenure-track faculty	ESOP HR OHR, Provost	3-5 days
8	<u>Waivers only</u> : Notify Hiring Manager when recruitment waiver is approved. Skip to step 13	HR Consultant	1-3 days
9	Review applications in PeopleAdmin (https://unc.peopleadmin.com/hr), record non-selection reasons for unsuccessful candidates. Provide interview selections to HR Consultant for approval. Candidates should not be contacted until interim approved by OHR	Search Committee SC Chair	5-10 days
10	Candidate pool selected for interview submitted in PeopleAdmin ("interim review"), reviewed and approved by ESOP HR and EEO/ADA office. Subsequent interim reviews may need to be submitted if additional candidates of interest apply.	HR Consultant ESOP HR OHR	5-10 days
11	Schedule and interview candidates, determine finalists	Search Committee	10-30 days
12	Obtain external letters of recommendation (at least two for fixed-term faculty, at least four for tenured/tenure-track faculty). Notify finalist that s/he is "preferred candidate". Notify HR Consultant of preferred candidate, provide proposed salary/start date and selection justification. Provide non-selection reasons for unsuccessful candidates	SC Chair Hiring Manager or Designee	10-15 days
13	Appointment approved at divisional faculty and Full Professors meeting (if applicable)	Division Chair or Designee	2-6 weeks
14	If visa is required: Contact Visa Specialist to initiate visa application process at least 5 months in advance of hire date (for J-1 visas)	Hiring Manager or Designee	5 months prior to hire date

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15	Initiate background check and degree verification no more than six months in advance of hire date	HR Consultant	1-3 days
16	Provide background check authorization information at https://www.castlebranch.com	New Hire	1-10 days
17	Process and return background check / degree verification results	OHR	3-10 days
18	Hiring proposal submitted in PeopleAdmin, reviewed and approved by ESOP HR, EEOC office and Provost office	HR Consultant, OHR, EEOC, Provost	7-10 days*
19	Notify Hiring Manager that hire is approved	HR Consultant	1-3 days
20	Extend offer to candidate and confirm start date	Hiring Manager	3-5 days
21	<u>For tenured/tenure-track and clinical faculty:</u> Offer letter prepared and sent to candidate via Dean's office along with AP-2 (Recommendation for Personnel Action), AP-2a (Conditions of Employment) form and UNC Summary of Benefits <u>For research faculty:</u> Offer letter prepared by division and provided to HR Consultant to be sent to candidate along with AP-2 (Recommendation for Personnel Action), AP-2a (Conditions of Employment) form and UNC Summary of Benefits	Dean's office Division EA HR Consultant	5-10 days
22	Return signed acceptance letter, AP2, AP2a forms and copy of official degree transcripts (teaching faculty only) to Dean's Office or HR Consultant	New Hire	5-10 days
23	Update applicant statuses in PeopleAdmin. Transition hiring proposal to "offer accepted" and posting to "filled/waiver complete"	HR Consultant	1-3 days
24	<u>Fixed-term faculty:</u> Recommendation letter to Provost prepared by EA, signed by Division Chair and Dean, and provided to HR Consultant <u>Tenured/tenure-track faculty:</u> Dossier prepared by division EA, reviewed by HR Consultant, and submitted to Provost office. Consult ARPT manual for details	Division EA HR Consultant	3-10 days
25	<u>Tenured/tenure-track appointments:</u> dossier reviewed and approved by BOT/BOG	BOT/BOG	8-10 weeks
26	Submit new hire action in ConnectCarolina.	HR Consultant	2-3 days and 2 weeks prior to hire date
27	New hire action is reviewed and approved in ConnectCarolina	ESOP HR/Finance OHR	3-5 days
28	Send welcome email to new hire. Schedule first day appointment. Schedule UNC new hire orientation (permanent faculty only). Provide PID to Hiring Manager.	HR Consultant	1-3 days
29	Create UNC ONYEN and password. Review new employee onboarding information at ESOP FAO website	New Hire	1 week prior to hire date
30	Meet with HR Consultant on or before date of hire to comply with I-9 regulations and finalize appointment paperwork. Check-in with Office of International Student and Scholar Services (foreign nationals only).	New Hire	On or before hire date
31	Attend UNC new hire orientation (permanent faculty only)	New Hire	Within 30 days of hire

*Approval of the starting salary may take longer for candidates employed by UNC system if it results in a salary increase