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](https://infoporte.unc.edu/) using “New employment” request type. Select appropriate “Employee Action” route  Provide following information in comments or as attachment:   |  |  | | --- | --- | | * 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:   * 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 | Waivers only: 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](https://faopharmacy.unc.edu/files/2017/09/Misc_PeopleAdmin-Non-Selection-Reasons.docx) 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](https://faopharmacy.unc.edu/files/2017/09/Misc_PeopleAdmin-Non-Selection-Reasons.docx) for unsuccessful candidates | SC Chair  Hiring Manager  or Designee | 10-15 days |
| 13 | For tenured/tenure-track and clinical faculty: Division Chair works directly with new hire to arrive at a proposed start-up. This information is shared with the Associate Dean for Research, refined as needed, and then shared with the Dean’s office via the EVD-CAO.    For fixed-term faculty: Dean’s office sets the start-up and works with the Chair to determine salary. | Division Chair  Dean’s office | 3-5 days |
| 14 | Appointment approved at divisional faculty and Full Professors meeting (if applicable) | Division Chair  or Designee | 2-6 weeks |
| 15 | If visa is required: Contact Visa Specialist to initiate [visa application process](https://faopharmacy.unc.edu/human-resources/visas/) at least 5 months in advance of hire date (for J-1 visas) | Hiring Manager  or Designee | 5 months  prior to hire date |
| 16 | Initiate background check and degree verification no more than six months in advance of hire date | HR Consultant | 1-3 days |
| 17 | Provide background check authorization information at <https://www.castlebranch.com> | New Hire | 1-10 days |
| 18 | Process and return background check / degree verification results | OHR | 3-10 days |
| 19 | Hiring proposal submitted in PeopleAdmin, reviewed and approved by ESOP HR, EEOC office and Provost office | HR Consultant, OHR, EEOC,  Provost | 7-10 days\* |
| 20 | Notify Hiring Manager that hire is approved | HR Consultant | 1-3 days |
| 21 | Extend offer to candidate and confirm start date | Hiring Manager | 3-5 days |
| 22 | For tenured/tenure-track and clinical faculty: Offer letter prepared and sent to candidate via Dean’s office along with [AP-2](https://hr.unc.edu/files/2017/05/AP-2-EHRA-Jan-2016.doc) (Recommendation for Personnel Action), [AP-2a](https://academicpersonnel.unc.edu/files/2016/02/AP-2a-Faculty-Appointee-Certifications-and-Conditions-of-Employment-rev-1.8.2016.doc) (Conditions of Employment) form and [UNC Summary of Benefits](https://hr.unc.edu/files/2017/08/Benefits-Summary-Guide.pdf).  For research faculty: [Offer letter](https://faopharmacy.unc.edu/files/2015/05/Letter_Fixed-Term-Faculty-Offer_Chair-to-Employee.docx) prepared by division and provided to HR Consultant to be sent to candidate along with [AP-2](https://academicpersonnel.unc.edu/files/2016/02/AP-2a-Faculty-Appointee-Certifications-and-Conditions-of-Employment-rev-1.8.2016.doc) (Recommendation for Personnel Action), [AP-2a](https://hr.unc.edu/files/2017/05/AP2A-Sept-2017.doc) (Conditions of Employment) form and [UNC Summary of Benefits](https://hr.unc.edu/files/2017/08/Benefits-Summary-Guide.pdf) | Dean’s office  Division EA  HR Consultant | 5-10 days |
| 23 | 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 |
| 24 | Update applicant statuses in PeopleAdmin. Transition hiring proposal to “offer accepted” and posting to “filled/waiver complete” | HR Consultant | 1-3 days |
| 25 | Fixed-term faculty: Recommendation letter to Provost prepared by EA, signed by Division Chair and Dean, and provided to HR Consultant  Tenured/tenure-track faculty: Dossier prepared by division EA, reviewed by HR Consultant, and submitted to Provost office. Consult [ARPT manual](http://faopharmacy.unc.edu/files/2015/05/ARPTManual-November_2013-vs2.0.pdf) for details | Division EA  HR Consultant | 3-10 days |
| 26 | Tenured/tenure-track appointments: dossier reviewed and approved by BOT/BOG | BOT/BOG | 8-10 weeks |
| 27 | Submit new hire action in ConnectCarolina. | HR Consultant | 2-3 days and  2 weeks prior  to hire date |
| 28 | New hire action is reviewed and approved in ConnectCarolina | ESOP HR/Finance  OHR | 3-5 days |
| 29 | Send welcome email to new hire. Schedule first day appointment. Schedule [UNC new hire](http://new.unc.edu/new-employee-orientation/) orientation (permanent faculty only). Provide PID to Hiring Manager. | HR Consultant | 1-3 days |
| 30 | Create [UNC ONYEN](https://improv.itsapps.unc.edu/) and password. Review new employee onboarding information at [ESOP FAO website](https://faopharmacy.unc.edu/human-resources/new-employees/) | New Hire | 1 week prior to hire date |
| 31 | Check-in with Office of International Student and Scholar Services (foreign nationals only). | New Hire | On or before hire date |
| 32 | 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