



Hiring Steps - Faculty

Step One – Authorization to Hire

1. Hiring Manager needs to complete a [job requisition form](#).
2. A current job description must be attached to the job requisition.
3. Hiring Manager needs to send completed job requisition through chain of command for approval. Once the Dean has approved the job requisition, it is to be forwarded to the Provost. Once approved by the Provost, it will be sent to the Office of Budget & Planning (OBP). If approved by OBP, the job requisition will then be forwarded to Human Resources for posting.

Step Two – Job Posting & Advertising

1. The information provided by the Hiring Manager will be used for the job posting.
2. All positions will be posted on the MGA Careers Site.
3. Positions externally recruited must be posted for a minimum of 10 business days. Internal-only searches are posted for a minimum of 5 business days.
4. Positions will be posted externally depending on the type of position. (As a general rule, all full-time faculty positions are posted on The Chronicle website and on the Inside Higher Education website. Human Resources pays for the cost to advertise on these two websites. If additional advertising is requested, the individual department will pay for the additional cost.)

Step Three – Review of Application Materials

1. The Hiring Manager will assemble a search committee and a Chair will be designated. The Search Committee should represent a diverse group of individuals where all backgrounds are appreciated and support collective, thoughtful decisions.
2. The Hiring Manager is to email Human Resources with the names of the Search Committee Members so they can be granted access to the folder with the applicant materials.
3. The Faculty Candidate file is completed and signed per the Faculty Employment Checklist by the Department Chair or designee, and forwarded to the Dean's office for signature.
4. Dean reviews folder contents for accuracy and signs Faculty Credentialing Form and Faculty Employment Checklist. Dean's office forwards folder to Office of the Provost for credentialing.
 - If in a Critical Hiring Period (months of July, August, November, December and January), refer to the policy for Faculty Credentialing During Critical Hiring Periods (approved by CB and JA December 2017).
5. SACSCOC Liaison reviews credentials and sends back to Operations Manager and simultaneously notifies dean of approval or denial.
6. If credentials are denied, the Search Committee moves on to the other candidates.
7. Candidates with approved credentials are eligible to be called for an interview.

Step Four – Screening and Interviewing Candidates

1. First level of screening:
 - Search Committee is to develop a matrix to evaluate qualifications of candidates based on job posting.
 - Determine the initial group of candidates to screen via telephone, Skype, etc.
 - Develop a list of questions that will be asked of all candidates. It is important that the process is identical for all candidates. For example, it would not be appropriate to interview a candidate in person because they live in the area while screening the other candidates via telephone. This would provide the local candidate with an unfair advantage over the others.
 - It is advisable to confirm the candidate's salary requirements are in-line with the salary we are prepared to offer for the position.
2. Second level of screening:
 - The Search Committee determines the finalist for the position who will be invited for an in-person interview.
 - If the person is not a local candidate and hotel and/or flight reservations are needed, the Chair of the Search Committee is to contact the Operations Manager in the Provost's office to make hotel arrangement and Office of Accounting & Finance to book flight arrangement.
 - Develop another list of questions to be used for all candidates. (During interview Human Resources will also offer time to meet with each candidate to go over the benefits USG offers).
 - Remind candidates that official transcripts will be required prior to the start date if they are chosen for the position.
 - References must be checked.

Step Five – Job Offer

1. Once the interview process is complete and a candidate has been chosen for hire, the Hiring Manager may extend a verbal offer of employment at the salary level approved by the Provost and Executive Vice President for Finance and Operations. No salary above this amount may be extended without first securing approval from the Provost and Executive Vice President for Finance and Operations (EVPFO).

All offers of employment are contingent upon the successful completion of a background check and candidates are to be told this at the time the verbal offer is extended.

Step Six – Background Check

1. Hiring Manager is to email Human Resources at humanresources@mga.edu and copy Jennifer Jones at Jennifer.jones11@mga.edu to request a background check to be performed. In the email, please clearly list the candidate's full name and personal email address. The candidate will receive an email with instructions indicating how to log in to provide the background information required to conduct the check.

2. Once the background check is cleared, Human Resources will notify the Hiring Manager and Jennifer Jones.

Step Seven – Personal Action Request Form (PARF) and Offer Letter

1. Once the background check is clear, the Hiring Manager is to complete a PARF and send to the Operations Manager in the Office of the Provost. The Operations Manager will then obtain the signature of the Provost and will forward to the OBP for processing and then to the EVP of Finance & Operations. After approval by the EVPFO, the PARF will be sent to the President for approval. The President's office then sends the PARF to the OBP for final processing.
2. The OBP sends the completed PARF to Human Resources with a copy to the Operations Manager for final processing. The Academic Affairs Operations Manager issues the formal offer letter to the successful candidate and informs the candidate that official transcripts are needed prior to the first day of employment. Deans and Department Chairs and OBP will be copied on the offer letter. OBP will draft a contract for the new faculty member which is given to the Academic Affairs Operations Manager for mailing.

Step Eight – Onboarding

1. Once Human Resources receives the completed PARF, they will send out the "Welcome New Hire" email which includes the online orientation material and the date and time for the in-person orientation session.
2. Human Resources will create the new employee's email, and will send the new hire email activation instructions.
3. Human Resources will notify the Hiring Manager to give the new hire access to position specific folders/software (banner, dware, campus logic, etc.).

Reminder: in order to stay in compliant, **I-9's must be completed no later than the first day of employment.**