



GUIDELINES FOR THE APPOINTMENT OF NEW FACULTY, MANAGERIAL AND UNIT PROFESSIONAL STAFF

The following guidelines were developed to assist appointing administrators in the recruitment and appointment of faculty, managerial and unit professional staff by providing a general overview of the entire administrative process that should be followed. This document should be used in concert with Affirmative Action Recruitment Guidelines for Faculty used in concert with Affirmative Action Recruitment Guidelines for Faculty and Non-Teaching Professional Positions and the Policies and Guidelines for Search Committees. All documents can be accessed from the following website:

<http://www.montclair.edu/HR/eeoaa/eeoaprocedures.html>.

The recruitment and hiring of new personnel is four-phase process:

1. Position Authorization
2. Advertising
3. Compliance with Affirmative Action Recruitment Guidelines
4. Appointment of Recommended Candidate

POSITION AUTHORIZATION

For managerial and unit professional staff positions:

1. In most instances, a new position will have been authorized during the annual budget approval process. If this is the case, the appointing division head should route the position action approval form (PAAF) to the Division of Human Resources and the Budget Analysis Office for verification and approval.
2. In circumstances where authorization for a new position that has not been previously approved is sought during a fiscal year, the following procedure is to be used:
 - a. The appointing division head will submit the PAAF, with accompanying job description and relevant organization chart, to the Division of Human Resources for review; this ensures that the requested new position will conform to the University's compensation structure and personnel classification system. The Division of Human Resources will attach its recommendation(s) and forward the new position request to the Budget Analysis Office.

- b. The Budget Analysis Office will verify whether or not sufficient funds are available within the appointing division to cover the salary and benefits costs for the requested position. If sufficient funds are available, the Budget Analysis Office will forward the new position request to the President. If supplemental funding is required, the Budget Analysis Office will make a recommendation regarding the potential availability and source(s) of funding for the new position. This recommendation, along with the position request, will be forwarded to the President.
 - c. As appropriate, or necessary, the President may bring new position requests that occur during the course of a fiscal year to the Executive Council for its review and recommendation(s).
 3. Develop a job description for the position. Detailed and abbreviated versions should be prepared for various advertising media.
 4. Prepare a position announcement describing the position, the major qualifications, the salary range (when applicable), the application deadline, and the proposed starting date. The proposed starting date should not be less than **30 days** from the application deadline date. The position announcement form is then submitted to noted signatories for approval.
 5. Once the PAAF and the position announcement are approved, advertising is authorized and a vacancy control number (V#) is assigned by the Division of Human Resources.

For faculty vacancies, academic departments must receive an authorization to recruit from the College/School Dean and the Vice President for Academic Affairs. Please refer to the Affirmative Action Recruitment Guidelines for Full-Time and Part-Time Faculty.

ADVERTISING

1. The position announcement is posted on the MSU website and is also listed with higherjobs.com.
2.
 - a. **For managerial and unit professional positions**, the appointing administrator arranges for external advertising through the Office of Publications. It shall include traditional advertising media as well as professional journals, newsletters and other recruitment sources.
 - b. **For faculty positions**, Dean/Department Chairs arrange advertising through the Office of the Vice President for Academic Affairs.
 - c. Department Personnel Advisory Committee (DPAC)/Search Committee members are encouraged to engage in special outreach to attract candidates through personal/professional contacts, Internet postings, and conference solicitations.

AFFIRMATIVE ACTION RECRUITMENT GUIDELINES

Appointing administrators must comply with Equal Opportunity/Affirmative Action (EO/AA) guidelines for the recruitment of faculty, managerial and unit professional staff, including the following:

1. A candidate information form should be sent to all applicants along with a return postage-paid envelope. The form can be downloaded from the following website: <http://www.montclair.edu/HR/forms/asforms.html>. Envelopes can be obtained from the EO/AA Office in the Division of Human Resources.
2. Arrange to have the Director of Equal Opportunity/Affirmative Action & Diversity present at the first meeting of the DPAC/search committee to review affirmative action recruitment requirements.
3. Submit Affirmative Action Recruitment Reports, Parts 1, 2, and 3 at appropriate stages of the recruitment process directly to the EO/AA Office.

Part 1 (blue form) reports the composition of the DPAC/Search Committee, by gender and ethnicity, and the advertising that has been arranged.

Part 2 (pink form) is a summary of applications and must be submitted after the screening process has been completed.

Part 3 (green form) is a summary of interviews and must be submitted after all candidate interviews are completed.

4. The Director of Equal Opportunity/Affirmative Action & Diversity prepares a **Part 4** report which summarizes key elements of the search process and certifies that the search met good-faith affirmative action recruitment efforts.

APPOINTMENT OF RECOMMENDED CANDIDATE

For faculty appointments, the final candidate is issued an unofficial offer letter which indicates the offer is pending approvals by the President and Board of Trustees. When determining a potential start date, keep in mind that this process may take between five to seven business days, so please plan accordingly. Contract offers are prepared by the Office of the Associate Vice President for Academic Affairs.

For managerial and unit professional staff appointments, the final candidate is issued an unofficial offer letter which indicates the offer is pending approvals by the President and Board of Trustees. When determining a potential start date, keep in mind that this process may take between five to seven business days, so please plan accordingly. Contract offers are prepared when a signed Recommendation For Appointment Form is submitted by the appointing administrator to University Staffing Services. This recommendation must include the candidate's resume and a job description signed by the appointing administrator.

In addition, the following documentation must be provided to complete an employee file:

- a. Staff Application and Qualification Form
- b. Transcript documenting highest degree and post-graduate work
- c. Three letters of recommendation, including one from current or most recent employer
- d. Copy of Social Security card or any legal document that provides the prospective employee's social security number
- e. I-9 (supporting documents listed on form)
- f. Federal and State W-4 forms
- g. Ethnicity form
- h. Directory form
- i. ID verification form
- j. Parking verification form

Board of Trustees approval is required for all faculty, managerial and unit professional staff appointments. In setting the starting date of a new appointee, the BOT meeting schedule and the payroll schedule should be considered. To meet this schedule, administrators will be expected to process all paperwork expeditiously.

All new appointees will be scheduled by the Division of Human Resources for an orientation at which time they will complete all benefit-related forms.