

Recruitment and Selection of Faculty Personnel

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

OVERVIEW

University departments are to follow the requirements and procedures in this section to create and change faculty positions and appointments.

Faculty Composition

Faculty includes employees who are appointed to faculty positions and perform academic, research, extension, library, and student affairs duties in accordance with the *Faculty Manual*. The *Faculty Manual* is available at the Faculty Senate website:

facsen.wsu.edu/documents/2018/08/faculty-manual.pdf

Responsibility

Human Resource Services

Human Resource Services (HRS) facilitates the recruitment and search procedures for faculty personnel.

Follow the advisory guidelines regarding the search process which are available from the Faculty Recruitment ToolKit website at:

hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit

HRS maintains the online recruitment site, provides training and guidance, and assists the designated employing official for the department. (See *BPPM* 60.10 for definition of employing official.)

Appointing Authority

The Office of the Provost and the responsible appointing authority, as delegated by the President, have overall responsibility for the recruitment, search, and selection processes for faculty. See *BPPM* 60.10 for information about delegation of appointing authority.

To view the master list of delegations of appointing authority, go to HRS website at:

hrs.wsu.edu/managers/appointing-authority/

Final Approval

All faculty appointments systemwide, including tenure and tenure-track faculty searches and appointments, require final approval from the Office of the Provost. (*Faculty Manual*)

Position Control

Create new positions (permanent or temporary) and change appointments in accordance with position control procedures. (See *BPPM* 60.02 and the applicable Workday Staffing reference guide.)

Recruitment and Selection of Faculty Personnel

Expenses

Expenses associated with searches for faculty personnel and the relocation reimbursement for these new employees are supported by employing units. See *BPPM* 55.62.

See *BPPM* 70.60 for additional information on laboratory relocation expenses.

RETIREES

It is a violation of state law to have a preretirement written or oral agreement to reemploy a Department of Retirement Systems (DRS) retiree. NOTE: A mere expression or inquiry about postretirement employment by an employer or employee that does not constitute a commitment to reemploy the employee after retirement is not considered an agreement.

A DRS or Washington State University Retirement Plan (WSURP) retiree must be hired in accordance with the procedures in this section (60.18). The hiring department must document a justifiable need to hire a retiree into the classified position, and the appointing authority and HRS must pre-approve the retirees hire prior to an offer being made.

State law limits the number of hours a DRS retirement plan retiree can work in a position that is eligible for a DRS retirement plan. DRS retirement plans include:

- PERS (Public Employees Retirement System)
- LEOFF (Law Enforcement Officers and Firefighters)
- TRS (Teachers Retirement System) plans

For more information, contact HRS; telephone 509-335-4521; or select the **Working after retirement** link on the DRS Retirees website at:

drs.wa.gov/retiree/

OPEN COMPETITIVE RECRUITMENT

WSU is an equal opportunity employer committed to eliminating barriers to employment and improving opportunities available to individuals in protected classes, particularly where there is underutilization. The University makes good faith efforts consistent with state and federal laws to meet this goal.

One method used to achieve this goal is open competitive recruitment. However, exceptional circumstances may justify foregoing the open competitive recruitment process. (See [Exceptions to Open Recruitment](#).)

Recruitment and Selection of Faculty Personnel

SECURITY GROUPS	The following security groups use Workday Recruit to conduct recruitments.
HR Partner/Recruiter/ Manager	This security group has department-level scope and typically includes the employing official and/or search support for the department. See “Employing Official” in <i>BPPM</i> 60.10.
Appointing Authority	The appointing authority security group has designated area/college-level scope and includes individuals delegated as appointing authorities in accordance with <i>BPPM</i> 60.10.
International Programs	The International Programs security group typically includes an immigration compliance specialist and other personnel from International Faculty and Scholar Services.
<i>International Faculty and Scholar Services Responsibilities</i>	For questions contact International Programs at 509-335-2541. International Faculty and Scholar Services performs the following functions: <ul style="list-style-type: none"> • Participates in the review of notice of vacancies and advertising to international hires. • Assists departments and colleges with visa applications for foreign academic-sponsored research staff. • Assists departments and colleges with the exchange visitor program. • Serves as the petitioner to the United States Citizenship and Immigration Services (USCIS) for some specialty occupations and/or permanent residency.

PRIOR TO RECRUITMENT FOR FACULTY POSITIONS**Prior to Search**

The dean of each college is responsible for ensuring that the recruitment and selection process for faculty follows University policies, and state and federal law.

Search/Recruitment Strategy

Prior to submitting an online recruitment request, the appointing authority and/or the designated area administrator consider the competencies and requirements of the particular faculty position. The appointing authority, designated area administrator, and/or search committee determine the recruitment strategy and screening methods. HRS and the Office of the Provost are available to assist with the search process.

Recruitment and Selection of Faculty Personnel

Search/Recruitment (cont.) When appropriate, a department may utilize a search firm to assist with the recruitment and screening of candidates. Contact HRS and the Office of the Provost for more information.

Search Committees Departments utilize search committees to recruit for faculty positions. Guidelines for search committees are available from the Faculty Recruitment ToolKit website at:

hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit

Position Criteria Prior to requesting recruitment for a faculty position, the department considers and approves the following position criteria:

- Budget (see *BPPM* 30.07)
- Position allocation
- Staffing level implications
- Salary

Recruitment Request If the Office of the Provost approves recruitment for the faculty position, the department submits a recruitment request through Workday. See the Workday Create, Edit, and Close a Job Requisition reference guide.

NOTE: Departments are required to submit recruitment requests for tenure and tenure track faculty positions through Workday.

RECRUITMENT

Posting HRS posts the faculty position on the WSU jobs website at:

wsujobs.com/

NOTE: Recruitment requests for tenure and tenure track faculty positions are posted through Workday.

Applicants for tenure and tenure-track faculty positions must complete the application through Workday.

Advertising To assist with gathering demographic and recruitment resource data, HRS requests the department submit the advertisement copy through Workday and identify the recruitment sources to be used.

Advertisements for tenure and tenure-track faculty positions must reference the need for applicants to complete the application through Workday.

Expenses associated with advertising are supported by the employing unit.

Recruitment and Selection of Faculty Personnel

International Faculty and Scholar Services Review

Prior to posting tenure-track faculty positions on the WSU jobs website and prior to national publication, a University immigration compliance specialist in International Faculty and Scholar Services reviews the advertising information for tenure-track faculty positions for compliance with USCIS requirements.

Affirmative Action

HRS asks each applicant to complete a self-identification form within Workday for the faculty position. Applicants for tenure and tenure-track faculty positions must complete the application through Workday.

WSU departments must comply with the WSU Equal Opportunity and Affirmative Action Policy, *Executive Policy Manual* EP12, in all outreach and recruitment efforts.

Referral of Applicants for Consideration

When the posting has closed, the pool of applicants is automatically released to the department for review. The HR Partner/Recruiter, in coordination with the search committee chair, determines how and when the search committee receives applications. Search committees may receive the application materials when the position closes.

In most cases, the pool includes applicants who meet the minimum requirements of the position. If the number of applicants exceeds the needs of the hiring department, the hiring department may request HRS screen applicants for qualifications and refer the qualifying applicants to the hiring department.

The HR Partner/Recruiter and/or search committee chair is responsible for ensuring that the hiring process is fair and objective. See [Search Committees](#).

Disqualification

HRS may disqualify an individual from consideration for employment at any time for good and sufficient reasons. If disqualified, HRS removes the individual's name from an applicant pool.

HRS notifies the applicant in writing if disqualified from an applicant pool. The written notice specifies the reason for the removal and the right to request a review of the removal.

Review of Removal

An applicant may request a review of the removal. The applicant must submit such a request in writing to HRS within 20 calendar days following the date of the notice of the action for which the review is requested.

The Provost, or designee, conducts the review. The representative provides the review decision in writing to the applicant. Review decisions are final and not subject to further review or appeal.

Recruitment and Selection of Faculty Personnel

INTERVIEW

The HR Partner/Recruiter and/or search committee reviews and considers the applicants for the position. Prior to scheduling screening interviews or on-campus interview, the HR Partner/Recruiter submits a request to HRS through Workday for approval to interview the selected applicants. HRS reviews the selected applicants and changes the status in Workday Recruit for those applicants that are approved to proceed to the interview phase.

The HR Partner/Recruiter and/or search committee chair is responsible for ensuring that the recruitment process is fair and objective.

Interview Guidelines

HR Partner/Recruiters and/or the search committee should review the preemployment inquiry guidelines in *BPPM* 60.08 when developing questions for applicant interviews.

Interviewers may also refer to the advisory guidelines for conducting interviews of applicants as outlined on the Faculty Recruitment ToolKit website at:

hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit

The department is to maintain all recruitment documents (e.g., interview questions, notes) in accordance with approved records retention schedules (see *BPPM* 90.01).

Update Candidate Status Online

To help with gathering recruitment data, the HR Partner is responsible for updating the current status of each applicant in Workday, including noting who is or is not being considered for the position.

VERIFICATION AND REFERENCES

The Primary Recruiting Coordinator schedules and/or contacts the candidate's professional references for the Search Committee Chair, HR Partner, or Hiring Manager to conduct the reference check.

Reference Checks are conducted outside of the Workday system. The HR Partner/Recruiter and/or the search committee is responsible for investigating or verifying the following information provided by the applicant:

- Application
- Work history
- Education
- Qualifications
- Experience
- References

Recruitment and Selection of Faculty Personnel

VERIFICATION AND REFERENCES (cont.)

The search committee, the position's supervisor, and/or the appointing authority may examine personnel files of top applicant finalists who work or have worked at WSU (see *BPPM* 90.07). Contact HRS to arrange to view the personnel files of any such applicants.

Interviewers should follow the advisory guidelines for conducting reference checks outlined on the Faculty Recruitment ToolKit website at:

hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit

Letters of Recommendation

Search committees obtain at least three letters of recommendation for each faculty applicant.

Background Check

The hiring department should follow the appointment authority requirements and refer to *BPPM* 60.16 for guidance on which positions require a preemployment background check. HRS is available to provide assistance.

If a background check is required, the HR Partner/Academic HR Partner must notify HRS prior to recruitment and when a candidate or candidates are identified.

HRS is responsible for processing the background checks.

SELECTION

The appointing authority selects an applicant to fill the vacancy.

The appointing authority communicates with the Office of the Provost regarding the selection of the applicant. HRS and the Office of the Provost receive an alert regarding the selected applicant when the HR Partner/Academic HR Partner enters the selection information into Workday. The HR Partner/Academic HR Partner is responsible for ensuring that the status of all applicants is updated accurately in Workday.

The department follows standard processes regarding faculty appointments as outlined in *Faculty Manual* Section III, Initial Appointment.

OFFICIAL OFFER

Sexual Misconduct

Prior to an offer of employment, WSU must comply with *RCW* 28B.112.080. To comply with this law, hiring departments may not make an offer of employment until approved by HRS.

If hiring an applicant outside of Workday Recruit, departments are to contact their HRS Service Team prior to extending an offer.

Recruitment and Selection of Faculty Personnel

Tenure-Track Faculty Positions

The Provost approves the University's official offer for tenure-track faculty positions.

The official offer is sent by letter. The department initiates the offer letter and works with the dean or the appointing authority. Templates for offer letters for faculty appointments are available from the Faculty Recruitment ToolKit website at:

hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit

Non-Tenure-Track Faculty Positions

The dean or the appointing authority makes the University's official offer for non-tenure-track faculty positions. The dean or the appointing authority must obtain approval from the Office of the Provost prior to extending the offer. See *BPPM* 60.10 for information about delegation of appointing authority.

Templates for offer letters are available from the Faculty Recruitment ToolKit website at:

hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit

Positions Reporting Directly To Vice Presidents, Chancellors, Deans, or Athletic Director

Authorization is required prior to discussion OR extension of an offer to positions which report directly to vice presidents, chancellors, deans, or the WSU Athletic Director. Specifically, for the following appointments:

- Deans must receive approval from the Provost prior to discussing an offer with an applicant.
- Chancellors must receive approval from the President or Provost prior to discussing an offer with an applicant.
- Vice presidents and the Athletic Director must receive approval from the President prior to discussing an offer with an applicant.

Records Retention

HRS has access to the offer letter since it is generated in the Workday system. HRS retains the offer letter, contract (if applicable), and acceptance of offer letter in the employee's personnel folder in accordance with University records retention requirements (see *BPPM* 90.01).

Notification to Applicants

HRS recommends that the search committee chair send notification of applicant status to those finalists who were invited to interview for the position or to all applicants. Sample letters are available from the Faculty Recruitment ToolKit website at:

hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit

Recruitment and Selection of Faculty Personnel

EXCEPTIONS TO OPEN RECRUITMENT

Office of the Provost Approval Required

The Office of the Provost may approve a direct appointment without a search under the exceptional circumstances described below.

Exceptional Circumstances

An appointing authority may request a direct appointment without a search under any of the following limited circumstances:

- When a position requires a high level of expertise in a specialty area and the department has a unique opportunity to hire a highly-qualified individual with the expertise to fill the position.
- When a partner or spouse accommodation would assist with the recruitment of a qualified job applicant or the retention of a permanent employee (see *BPPM* 60.15).
- When changing a temporary one- or two-year position appointment to permanent would best meet the needs of the organization. Prior to the end of a temporary appointment, the appointing authority may submit a request to the Provost's Office to change the appointment from temporary to permanent without a search. The request must include a clear, written justification for the exception to the recruitment process. The justification must demonstrate to the satisfaction of the Provost that exceptional circumstances exist that clearly outweigh the need for a search to fill the position. (For example, an open recruitment failed during the temporary appointment period.)
- When reclassifying or promoting a permanent employee in their current position and/or reassigning the employee to a new position with different duties/responsibilities would ensure that the necessary work of the department is not interrupted due to a reorganization or operational need. The employee must meet the position requirements.
- When placing a permanent employee in a temporary/interim appointment would meet the needs of the organization. The employee must meet the position requirements. The appointing authority may later request that the employee be permanently appointed to the position without a search. The request must be accompanied by a written explanation of why an open competitive search is not feasible or appropriate for the appointment.

Recruitment and Selection of Faculty Personnel

Submitting Request for Direct Appointment

To request direct appointment of an applicant to a position, the appointing authority submits the following to the Office of the Provost:

- Faculty position responsibility
- Proposed salary
- Employee/applicant curriculum vitae (resume)
- Justification to appoint without a formal search
- Diversity implications

The Provost reviews the request and notifies the appointing authority and HRS of approval or denial of the request.

See also the requirement to comply with *RCW* 28B.112.080 under [Sexual Misconduct](#).

Executive Appointment

The President or the Provost and Executive Vice President may make a direct appointment without a search when they find such an appointment to be in the best interests of the University.

The President or the Provost and Executive Vice President submit justification for this decision to HRS for retention in the appointed individual's personnel folder.

APPOINTMENT

Complete the personnel action(s) for an appointed faculty employee in Workday. (See the applicable Workday Recruiting reference guide.) Submit copies of the resume and any letters of reference or telephone reference check notes to HRS.

See the applicable Workday Recruiting reference guides for completing and routing transactions and attachments for personnel actions.

NOTE: A new faculty employee who is hired with tenure or who is to be granted tenure at the time of hire as part of the faculty member's contract with WSU must submit three letters of recommendation directly to HRS. A new faculty employee who is hired without tenure must submit at least three letters of recommendation directly to HRS.

Foreign Worker Disclosure Statement

The University must provide a disclosure statement to each worker who is a non-U.S. citizen and who comes to the state of Washington based upon an offer of employment. (*RCW* 19.320) See *BPPM* 60.05 for instructions.

Transfer From Within WSU or Other State Employer

Transfer annual leave and sick leave for an employee changing positions within WSU or transferring to WSU from a state agency or other state institution of higher education in the state of Washington. See *BPPM* 60.19.

Recruitment and Selection of Faculty Personnel

Transfer (cont.)

If the selected applicant is a current WSU employee, obtain any Time Report or Leave Report file from the employee's former employing department. If the selected applicant is a former WSU employee reappointed within three years of separation, obtain the file from HRS.

If the selected applicant's former employer was another state of Washington agency or institution, HRS requests information from the former employer regarding accrued leave and other benefits. Refer to *BPPM* 60.19 regarding transfer of benefits from previous state employers.

RETENTION OF RECRUITMENT DOCUMENTS

The hiring department is to maintain all employee recruitment documents (i.e., search materials and references) in accordance with the University records retention schedule. See *BPPM* 90.01.

ORIENTATION AND TRAINING

New Faculty Orientation

The University strongly encourages new faculty to attend New Faculty Orientation. The appropriate department representative should notify new faculty of details of the schedule. New faculty may also view the schedule by selecting the New Faculty Orientation link from the Office of the Provost website at:

provost.wsu.edu

New Employee and Benefits Orientation

The University encourages new faculty to attend new employee and benefits orientation classes. Employees must enroll for benefits within a specific time period after hire in order to receive full rights and options. Enrollment information is available from the HRS website at:

hrs.wsu.edu/employees/new-employee-resources/

New Chair or Director

The University encourages new chairs and directors to enroll in chairs training as well as supervisory and enhanced supervisory training. Enrollment information is available from the HRS website at:

hrs.wsu.edu/learning-program/chairs-and-directors/

Other Applicable Policies and Procedures

See also *BPPM* 60.71 and 60.72.