Recruitment and Selection of Faculty Personnel

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/faculty_manual/

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 58.01).

Expenses
Expenses associated with searches for faculty personnel and the relocation reimbursement for these new employees are supported by employing units.
Recruitment and Selection of Faculty Personnel

Expenses (cont.)

Departments are to contact Purchasing Services and Travel Services for recruitment and relocation expense specifics, including cost and weight limits (see BPPM 70.60 and 95.14).

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.)

OPDRS USER GROUPS

The following groups use the Online Position Description and Recruitment System (OPDRS) for conducting recruitments.

Hiring Manager

The hiring manager user group has department-level scope and typically includes the employing official and/or search support for the department.

See BPPM 60.10 for definition and responsibilities of the employing official.

Personnel Administrator

The personnel administrator user group is an optional user type for areas/colleges. The personnel administrator has department-level scope and typically serves as a second-level reviewer of position actions before submission to the appointing authority user. The personnel administrator does not work with applicant movement, workflows, or statuses.

Appointing Authority

The appointing authority user group has designated area/college-level scope and includes individuals delegated as appointing authorities in accordance with BPPM 60.10.

International Programs

The International Programs user group typically includes an immigration compliance specialist and other personnel from Global Services.

For questions contact International Programs at 509-335-2541.

Global Services Responsibilities

Global Services performs the following functions:

- 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.
Recruitment and Selection of Faculty Personnel

Global Services (cont.)

- 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.

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.

HRS Position Control and Office of Provost Approval

The department submits a completed and approved Position Action/Position Review Request (PRR) to HRS Position Control. The department submits a copy of the form to the Office of the Provost.

See BPPM 58.02 to obtain the form and instructions.
Recruitment and Selection of Faculty Personnel

Recruitment Request

OPDRS Request

If the Office of the Provost approves recruitment for the faculty position, the department submits a recruitment request through the Online Position Description and Recruitment System (OPDRS). To access OPDRS, go to:

www.wsujobs.com/hr

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

Each department user must establish a user account and password to access the OPDRS.

The hiring manager and/or the personnel administrator completes and submits the online request for recruitment for a faculty position.

NOTE: The appointing authority or employing official, as defined in BPPM 60.10, must approve the recruitment request.

The hiring manager and/or personnel administrator completes the required fields in OPDRS.

Upon completion of the recruitment request, OPDRS generates a notice of vacancy for the position on the WSU jobs website.

RECRUITMENT

Posting

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

www.wsujobs.com/

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

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

Advertising

To assist with gathering demographic and recruitment resource data, HRS requests the department submit the advertisement copy through OPDRS 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 OPDRS.
Recruitment and Selection of Faculty Personnel

Advertising (cont.) Expenses associated with advertising are supported by the employing unit.

Global 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 Global 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 OPDRS for the faculty position. Applicants for tenure and tenure-track faculty positions must complete the application through OPDRS.

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 to Search Committee The personnel administrator, or the hiring manager in coordination with the search committee chair, determines how and when the search committee receives applications. Search committees may receive the application materials when submitted, when the position closes, or as coordinated with HRS.

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 she or he is 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 his or her 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.

INTERVIEW The search committee reviews and considers the applicants for the position. The appointing authority is responsible for ensuring that the hiring process is fair and objective. Guidelines for search committees are available from the Faculty Recruitment ToolKit website at:

hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit
Recruitment and Selection of Faculty Personnel

INTERVIEW (cont.)

HRS recommends the chair and search committee coordinate interviews for those applicants considered most qualified for the position. The hiring department may conduct interviews in person, or by telephone, or both.

Interview Guidelines

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

Update Candidate Status

Online

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

VERIFICATION AND REFERENCES

The search committee is responsible for investigating or verifying the following information provided by the applicant:

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

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. The department may obtain the letters of recommendation electronically through OPDRS.
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Background Check

The hiring department refers to BPPM 60.16 to determine whether or not the position requires a preemployment background check. HRS is available to provide assistance.

If a background check is required, the hiring manager and/or personnel administrator must notify HRS prior to recruitment and when a candidate or candidates are identified.

HRS is responsible for initiating and 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 hiring manager enters the selection information into OPDRS. The hiring manager is responsible for ensuring that the status of all applicants is updated accurately in OPDRS.

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

OFFICIAL OFFER

Tenure-Track Faculty Positions

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

The offer is typically sent by letter. The Provost's Office provides letter templates to deans' offices.

Template offer letters are also 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
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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

The department attaches a copy of the signed offer letter in OPDRS and/or forwards a copy of the contract (if applicable) and the applicant's letter of acceptance to HRS. 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

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
Recruitment and Selection of Faculty Personnel

Circumstances (cont.)

- When reclassifying or promoting a permanent employee in her or his 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.

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.

Executive Appointment

The President or the Provost and Executive Vice President may make a direct appointment without a search when he or she finds 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

PERMS Transactions and Attachments

Use the online Personnel/Position/Payroll Electronic Routing Management System (PERMS) to complete the personnel action for an appointed faculty employee.
Recruitment and Selection of Faculty Personnel

PERMS (cont.)
See BPPM 60.25 and below for instructions for completing and routing PERMS transactions and attachments for personnel actions.

Attachments
Reference the applicable PERMS transaction on the attachments.
NOTE: Retain any notes regarding references obtained by telephone interview in the employee recruitment file (i.e., search file).
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 through OPDRS or directly to HRS. A new faculty employee who is hired without tenure must submit at least three letters of recommendation through OPDRS or 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 and 60.60.

If the selected applicant is a current WSU employee, obtain the 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. See BPPM 60.60.

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.
Recruitment and Selection of Faculty Personnel

**ORIENTATION AND TRAINING**

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<thead>
<tr>
<th>Description</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>New Faculty Orientation</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>New Employee and Benefits Orientation</strong></td>
<td>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 Employees — Training and Development — New Employee area of the HRS website at: hrs.wsu.edu</td>
</tr>
<tr>
<td><strong>New Chair or Director</strong></td>
<td>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 Employees — Training and Development — New Employee area of the HRS website at: hrs.wsu.edu</td>
</tr>
<tr>
<td><strong>Other Applicable Policies and Procedures</strong></td>
<td>See also BPPM 60.71 and 60.72.</td>
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