

## USA Basic Science Recruitment and Onboarding Checklist

### Office of Faculty Affairs

Progress towards completion of appointment steps can be found on the COM Checklist System:

<https://jagasp.usouthal.edu/healthsciences/logon.aspx>

All forms/templates can be found on OFA website: <https://www.southalabama.edu/colleges/com/administration/faculty-affairs.html>

| TASKS:  | COMPLETED BY:              |
|---|----------------------------|
| <b>The recruitment process</b>  |                            |
| <input type="checkbox"/> Identify department need for faculty recruitment   | Chair/Dean                 |
| <input type="checkbox"/> Complete Authorization for Faculty Recruitment (AFR) Form<br>Attach advertisement<br>Get approval signatures (Department Chair, Dr. Marymont) – OFA will route form after chair signs  | Chair                      |
| <input type="checkbox"/> OFA generates on-line position posting in USA PeopleAdmin and Higher Ed Jobs and notifies department   | OFA                        |
| <input type="checkbox"/> Advertising<br>MUST be completed before interviews<br>Department can add other advertisements to discipline-specific journals/sites<br>All ads MUST include link to on-line application site (which is provided by OFA)<br><b>NOTE: Minimum of 1 additional national advertisement is required for tenure-track positions</b>  | Department                 |
| <input type="checkbox"/> Candidates MUST apply via USA PeopleAdmin and upload current CV  | Candidate                  |
| <input type="checkbox"/> Department Secretary forwards applications to Chair  | Department                 |
| <input type="checkbox"/> Review of applications; identify Candidates for interview, move applicants through PeopleAdmin   | Chair/Department Secretary |
| <input type="checkbox"/> Make travel arrangements for Candidates and schedule interviews/generate itinerary<br>Department must provide the following information to OFA: copies of additional ads posted, composition of search committee, and dates of interviews  | Chair/Department           |
| <input type="checkbox"/> Collect Interview evaluations on Candidate from interview panel  | Chair/Department           |
| <input type="checkbox"/> Select Candidate for the position; prepare offer letter using OFA template – OFA routes offer letter for signatures once chair generates letter. FCAPE vote is required for appointments at Associate Professor or Professor rank, or for offers of tenure. If Candidate requires visas of any sort, time to issue visa may delay start dates. Six months or more could be required to process visa (based on visa type). Department should discuss candidate with University International Office and Immigration before making an offer.<br>Offer letter must be approved by Dr. Marymont<br><b>Proposed start date must be no sooner than 3 months from the date of offer</b> | Chair                      |
| <input type="checkbox"/> Scans offer letter to Candidate  | OFA                        |
| <input type="checkbox"/> OFA sends welcome letter/packet to Candidate<br>Letter from OFA to Candidate requesting the following:<br>Official transcripts<br>Background check release form<br>External letters of recommendation  | OFA                        |
| <b>Tasks re: the appointment packet – initiate on receipt of signed offer letter – at least 3 months prior to start date</b>  |                            |
| <input type="checkbox"/> Request Chair's Recommendation letter and signed Faculty Action Request (FAR) Form   | OFA                        |
| <input type="checkbox"/> Request three recommendation letters for faculty appointment<br>Letters (on professional letterhead/signed) can be emailed to USA and forwarded to OFA<br>If letters received by mail, originals should be forwarded to OFA  | OFA                        |
| <input type="checkbox"/> Request official transcripts for ALL undergraduate/graduate education<br>Transcripts must be issued to USA   | Candidate                  |
| <input type="checkbox"/> Complete Affirmative Action Report   | OFA                        |
| <input type="checkbox"/> Contact COM Business Office for BPN if one has not been assigned   | OFA                        |
| <b>Faculty appointment – must be completed at least 6 weeks prior to the official start date</b>  |                            |
| <input type="checkbox"/> Receipt of ALL required documents<br>Signed Authorization for Faculty Recruitment (AFR) Form<br>Copies of any advertisements by Department<br>USA Employment Application (from PeopleAdmin) and CV<br>Signed offer letter<br>Transcripts<br>Letters of recommendation<br>Completion of background check  | OFA                        |

|  |   |                     |
|--|---|---------------------|
|  | Chair's Recommendation letter and Faculty Action Request (FAR) Form   |                     |
| <input type="checkbox"/>   | Complete appointment PA   | OFA                 |
| <input type="checkbox"/>   | Routing of completed packet for approvals   | OFA                 |
| <input type="checkbox"/>   | Appointment letter issued - this letter must specify the official start date  | COM Business Office |
| <input type="checkbox"/>   | Appointment letter sent to Candidate  | OFA                 |
| <input type="checkbox"/>   | Candidate signs and returns appointment letter<br>Completion of the appointment process<br><br>NOTE – OFA cannot verify employment with lenders until the appointment process is complete.  | Candidate           |
| <b>Preparation for onboarding of new faculty – begin <u>after</u> receipt of official appointment – i.e., 4-6 weeks prior to official start date</b> |   |                     |
| <input type="checkbox"/>   | Obtain "Jag Account Number"; complete Banner detail   | COM Business Office |
| <input type="checkbox"/>   | Route signed PA form, signed appointment letter, and employee information forms to Human Resources  | OFA                 |
| <input type="checkbox"/>   | Department sets up for new faculty<br>Order lab coats<br>Office set up – <i>computer, telephone, business cards, keys, etc.</i>   | Department          |
| <input type="checkbox"/>   | Set up meeting for new faculty with Marketing and Communications (in person or via telephone)<br><i>Get picture made for website, info added to website, press release, etc.</i><br>Department sends new faculty member online link to obtain parking pass                              | Department          |
| <input type="checkbox"/>   | Schedule Human Resources benefits meetings  | OFA                 |
| <b>Onboarding - first day of employment</b>  |   |                     |
| <input type="checkbox"/>   | OFA welcome and orientation<br>New employee orientation<br>Completion of I-9 form – I-9 must be completed on or before first day of employment<br>Complete federal and state withholding forms (W-4s) and direct deposit form<br>Meet with benefits counselor in HR<br>University Badge | OFA                 |
|  |   |                     |