Hiring Procedures for Faculty and Exempt Professional Staff
As of November 1, 2009

In order to foster excellence at Murray State University, the objective of the hiring process is to commit to aggressive recruitment and timely development of a representative pool of candidates. Murray State formally declares its commitment to all laws mandating affirmative action and equal opportunity regulations together with all valid state and federal regulations enacted pursuant thereto. Murray State University guarantees freedom from discrimination in its operation and administration of its programs, services, and employment practices; in its relationships with students, faculty, and staff; and in its interactions with the community which it serves.

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

Office of Human Resources Hiring Procedures
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Please send suggestions for improvement or revision to
human.resources@murraystate.edu

I. Requesting Approval

A. All job vacancies must follow the External Search process unless a vacancy is filled by a promotion from within the department.

B. If the vacancy is a REPLACEMENT, complete a Position/Advertisement Request form.

1. Include a detailed description of the recruitment plan
2. Attach a draft advertisement with EEO Statement, and example ad
3. Attach a job description to the form, and
4. Attach a listing of identified Chair and Screening Committee members

C. If the position is NEW, complete a Position Questionnaire form and send to Human Resources. Please do not proceed with the process until this form has been approved. Verify any funding with the Budget Office.

D. Once the Position Questionnaire form has been approved, proceed with step B listed above.

II. Selecting a Screening Committee

A. Attached to the Position/Advertisement Request form, the hiring unit must list the Chair and members of the Screening Committee.

1. Size should be a minimum of 3 persons.
2. The Committee must be diverse in rank, tenure, sex, and race.
3. At least one person should be familiar with the job. He or she should have worked closely with the previous incumbent.
4. All members must be available for all scheduled meetings and interviews.
5. The screening purpose is to recommend the top ranked candidates to the Department Chair/Director/Hiring Supervisor.

B. Refer to the Checklist for the Screening Committee Chair and Members.

III. Advertising

The goal of the advertisement is to garner a broad and diverse pool of candidates. Each position description and list of qualifications should be sufficiently detailed to permit individual evaluation of all applicants. Required qualifications should be developed carefully; each requirement must accurately reflect the listed duties of the position.

A. Faculty Advertisements

1. Required Advertisement

a) One national print advertisement (example: The Chronicle of Higher Education), submitted by the Provost Office. This is a requirement of Department of Labor (DOL).

b) MSU job-board website, submitted by Human Resources.
c) HigherEdJobs.com website, submitted by Human Resources.
d) E-3 Kentucky Government website, submitted by Human Resources.

2. Additional Advertisement - Submitted by Screening Committee Chair

a) Professional Journals
b) Informing colleagues of job opening
c) Networking and Recruiting at conferences
(1) *Please note: Recruiting at a conference does not circumvent this hiring process. Potential candidates must apply according to MSU's guidelines.

B. Exempt Staff Advertisements

1. Required Advertisements

a) Two consecutive local Sunday print advertisements in the Paducah Sun, submitted by Screening Committee Chair. This is a requirement of Department of Labor (DOL).
b) MSU job-board website, submitted by Human Resources
c) HigherEdJobs.com website, submitted by Human Resources.
d) E-3 Kentucky Government website, submitted by Human Resources.

2. Additional Advertisement - Submitted by Screening Committee Chair

a) Professional Magazines or Journals
b) Informing colleagues of job opening
c) Networking and Recruiting at conferences
(1) *Please note: Recruiting at a conference does not circumvent the process. Please inform all potential candidates that they must apply according to MSU's guidelines.

IV. Screening Committee Responsibilities

A. The Screening Committee convenes.

1. Human Resources will attend the first and last Screening Committee meetings and any other meetings at the request of the Screening Committee
2. Reviews job vacancy details and sets timelines
3. Prepares a list of criteria for application evaluation

4. Prepares a Quantitative Rating Chart. Refer to the Template & an example Rating Chart
5. Develops "Core" interview questions. Refer to the Guide on Interview Questions
6. Considers various evaluation methods (For example, writing samples or presentations)
7. Send questions, rating chart and other methods of evaluation to HR for approval.

B. Receiving and Evaluating Requested Materials for Search

1. If an applicant indicates at any point in writing or otherwise that he or she has a disability and will need accommodations, please contact Human Resources as soon as possible.
2. Date Stamp all applications and attached materials as they are received.
    a) Applications received through mail must be postmarked on or before the deadline date. Applications may be received by mail only.
3. Chair will send an acknowledgement letter and an Affirmative Action Compliance form to applicants. All Affirmative Action Compliance forms should be returned to the Office of Equal Opportunity.
4. Evaluations must follow the criteria listed in the job advertisement.

V. Authorization to Interview

A. After the Screening Committee's evaluation of applications, the Committee Chair will send the Authorization to Interview form to Human Resources for approval from the Department/Vice President.

1. Include the rating chart used to evaluate candidates.
2. Please place all the candidates in one of a minimum of three tiers.
    a) Tier one candidates are the top candidates and the Screening Committee has determined to contact for an interview.
    b) Tier two candidates are those who the Screening Committee determined meet the qualifications and would go to if necessary.
    c) Tier three candidates are those who the Screening Committee determines meet the qualifications but are not interested in interviewing at this time.
    d) List all other candidates that applied but were not qualified and provide the job related reason.
    e) List all incomplete applications – an application packet without all the items requested in the advertisement is incomplete. Those applicants are not to be considered for interview unless the applicant supplies the items by the deadline date.

    *The tiers will help to complete the Employment Summary.
3. OEO may require additional candidates to be included.

VI. Reference Checks

A. The Screening Committee may conduct reference checks at any point in the process for qualified applicants. Documentation of the responses must be kept and submitted as part of the search documentation files. Refer to the sample Reference Check form.

1. If the Screening Committee would like to go beyond the Reference list provided by the candidate, the candidate must be notified before the first contact is made
2. If any adverse information arises please contact Human Resources

VII. Phone Interviews (OPTIONAL)

The goal of the Phone Interview is to allow the Screening Committee to pre-screen candidates. Phone interviews are not done in lieu of an on-campus visit. No offers will be made from a phone interview.

A. Authorization to Interview form must be approved before phone interviews are conducted.

1. All members of the Screening Committee should be present at time of phone interview.

B. Arranging the Phone Interview

1. Identical core questions must be asked on each phone interview.
2. Discuss pay range and other details of the job.
3. (Optional) A voice recorder may be used during the phone interview.
   a) If a voice recorder is used the candidate must be made aware that a recorder is being used..
   b) If a voice recorder is used at one interview, it must be used at all interviews.
   c) The same recording device must be used in all phone interviews.
   d) If recordings are used, they must be saved and sent to HR as part of the search documentation file.
4. Refer to the Phone Interview Checklist.
   * Please note; Murray State University currently has in place a Meet Me phone system that can be utilized for phone interviews. This will allow Committee members the freedom to be out of the office but still be actively involved in the phone interview process. Contact HR or visit http://www.murraystate.edu/info/telecom/MeetMe.htm

VIII. Travel Arrangements

A. Chair will make travel arrangements

IX. On-Site Interviews

A. If the candidate for scheduling reasons cannot attend a timely on-site interview and would rather conduct a phone interview, please advise the candidate of the disadvantages of such an option (e.g., Miss face-to-face meeting with potential peers, miss seeing campus, other candidates develop good relationships during on-site meetings which can give them an advantage). The Screening Committee can, if willing, work around the candidate's schedule and conduct an on-site interview at a later time.

1. A minimum of two onsite site interviews must be conducted.

B. The candidate must complete and sign the Employment Application and the Background Disclosure and Consent form prior to or during the on-site interview process.

C. At least five identical "Core" questions must be asked for all interviews.

D. Refer to the set of Suggested Interview Guidelines.
All members of the Screening Committee should be present at the time of On-site interviews. In the event a committee member can not attend an interview, contact Human Resources.

E. Human Resources will be available to discuss benefits with candidates.

F. Identify candidates that indicate they are not able to provide proof of authorization to work in the U.S., as stated on the Employment Application. Contact Human Resources for further instruction.

X. Recommendation to Hire

A. Screening Committee Chair processes the Recommendation to Hire memo.

1. Send to Human Resources who will route for approval.
2. Provide rationale for selection, including remarks about references and communication ability.
3. Include 2nd and 3rd ranked candidates' names and rationale.
4. Provide names of all other Interviewed candidates that were not selected and rationale.
5. Include proposed salary range, rank, and start date.
6. Once the Recommendation to Hire is approved, Human Resources will contact the Screening Committee Chair to proceed with the offer.

XI. Offer

A. Committee Chair presents offer to candidate.

1. Offer Declined

a) Screening Committee may continue to offer to the next highest ranked candidate. If the candidate pool is exhausted, the Screening Committee may proceed with re-advertisement after notifying HR

2. Offer Accepted

a) Screening Committee Chair notifies Human Resources of candidate's acceptance and sends the Employment Application and Background Disclosure and Consent form to Human Resources.

b) The appropriate Vice President will complete and send offer letter to successful candidate. HR is available to author and distribute this letter. All such letters must be "cc'd" to HR.

c) The Offer is contingent on completion of a successful Background Check.

d) The Screening Committee Chair notifies and disbands the Screening Committee Members and informs department of new hire.

e) Hiring unit prepares a Personnel Action form and distributes.

f) Screening Committee Chair prepares regret letters to be sent to all candidates. Refer to the sample Regret Letter. The Screening Committee Chair may instead call the unsuccessful interviewed candidates.

g) Screening Committee Chair will also prepare the Employment Summary and submit all search file documentation to Human Resources.

*The search file documents are a requirement of the Department of Labor. This is only done after the position has been filled or the search has been closed.

h) Hiring unit prepares for arrival of new hire. Refer to the New Hire Check List.

XII. Fast Track Hiring

Developing effective incentives for employee initiative and ambition is of major concern to the University. One of the most successful ways for departments to obtain skilled and experienced employees is to encourage advancement opportunities through transfers and promotions. When they meet all qualifications prescribed for the new position, transfer or promotion within a department or from one department to another may be made. Careful consideration should be given to the benefits which can be derived for both the employee and the University.

Fast Track hiring is defined as a Transfer, Promotion or Late Hire. These three items are the only exemptions to the External Search process.

A. Requirements

1. An employee must normally have completed at least six (6) consecutive months of employment in the current position before being eligible for transfer or promotion.

   a) Please note; The Director for Human Resources shall have the authority to waive the six (6) months requirement where circumstances indicate that an exception would serve the best interests of the University.

2. The employee must have the qualifications specified in the position specifications for the new position.

B. Promotion and Transfer Procedures

1. Within a Department

   a) The Request for Exemption from Posting a Vacant Position form must be completed and sent to Human Resources for approval and routing.
   b) Requests to transfer employees within a department should be made to the department chair or administrative director by the supervisor. The department chair or administrative director shall initiate such transfers by completing and forwarding the Notice of Personnel Action Form through the proper channels.

2. Between Departments

   a) Requests for transfer or promotion may be initiated by department chairs or administrative directors but must be coordinated through Human Resources when two departments are involved.

3. When Initiated by the Employee
   a) The employee may contact Human Resources to discuss promotion and transfer possibilities at any time.

C. Notification to Supervisor

1. In the overall interest of a satisfactory employment relationship, it is recommended that an employee initially discuss his/her interest in transfer with the current supervisor. Such discussions allow the employee the opportunity to communicate his/her career goals and/or provide the supervisor reasonable time to assess the possible transfer in light of the needs of the department and the needs of the employee.

2. In any event, it shall be the responsibility of the employee to arrange with the present supervisor for the time needed, if any, for interviews during work hours. Such reasonable time off the job shall not be charged to the employee's leave balances. Such time shall not be arbitrarily withheld.

D. Late Hires - Faculty Only This process is only used when an unexpected resignation or retirement occurs.

1. Notify the appropriate Vice President
2. Notify Human Resources
3. Process Position Advertisement Request Form. Include the following information: (1) length of appointment, (2) options available for filling position, and (3) long range intentions for the position.

   *It is important to work closely with the appropriate Vice President, the Director of Human Resources and the Director of Equal Opportunity throughout this process.

E. Administrative Procedures

1. When an employee is transferred or promoted into another department, the current department and the new department must mutually determine the effective date of the transfer.
2. A Notice of Personnel Action Form must be submitted and approved for every employee transferred or promoted. Such form must be submitted far enough in advance (normally one week) to allow time for the final approval prior to the effective date of action.
3. When the transfer or promotion is to another department, the new department must initiate the Notice of Personnel Action Form and obtain the signature of the department chair or administrative director of the old department. The Notice of Personnel Action Form should then be forwarded through the appropriate channels of the new department to Human Resources.

Note: The Director of Human Resources and the Director of Equal Opportunity, at any time prior to the President's approval of making a written formal offer, may interrupt the hiring process when compliance with the hiring process or affirmative action and/or desegregation goals are questioned. In such cases, no further action shall be taken until the HR or OEO have completed an investigation and notification to proceed has been received by the Screening committee.

Due to periodic change in Federal and State law and in Murray State's Board of Regents' mandates, this policy and procedure for Faculty and Exempt Hiring are subject to change. As University policy and procedures are modified and developed, revisions and additions will be made to the policy as quickly as possible. However, due to the time involved in the revision and distribution process, the reader is encouraged to verify that a policy is the most current.