

THE UNIVERSITY OF LOUISIANA AT MONROE

HIRING PROCESS PACKET PROCEDURES

FULL-TIME FACULTY/UNCLASSIFIED EMPLOYEES IN ACADEMIC AFFAIRS DEPARTMENTS

This packet is part of the hiring procedure. It includes the **Checklist for Hiring Full-Time Faculty/Unclassified Employees in Academic Affairs Departments** form. This checklist is to remain in this packet throughout the entire process. The packet is to be sent to each person/office in the hiring procedure and include the required forms or documentation as instructed in the Academic Affairs “Procedures for Hiring in Academic Affairs Departments” which is a link on the ULM Human Resources website (www.ulm.edu/hr/hiring.html).

When the hiring process is completed, the Search Committee Chair will return this “Hiring Process Packet” to the requesting Director/Dean. At that time the packet must contain the following:

1. Completed **Checklist for Hiring Full-Time Faculty/Unclassified Employees in Academic Affairs Departments** form
2. Copy of the **Report on Disposition of Candidates for Replacement or New Position** form
3. A list of the Search Committee Members

Listed below are the forms that are required in the process of hiring full-time faculty/unclassified employees in Academic Affairs Departments. These forms are also a link on the ULM Human Resources website (Academic Affairs “Procedures for Hiring in Academic Affairs Departments”).

FORMS:

Checklist for Hiring Full-Time Faculty/Unclassified Employees in Academic Affairs Departments – Director/Dean begins process with this form.

Faculty/Unclassified Position Request Form - Director/Dean completes this form.

Unclassified Position Description, Justification and Certification Form (Pre-Approval Form or ULS Form) – Director/Dean completes this form.

Request to Advertise Form - Search Committee Chair completes this form which requires budget unit head signature.

EEO Information Data Sheet Form - Applicant completes this form.

Employment Recommendation Form – Director/Dean completes this form.

Background Screening Notification and Authorization Form - Applicant completes this form.

Payroll Action Form – M – Director/Dean completes this form.

Report on Disposition of Candidates for Replacement or New Position Form - Search Committee Chair completes this form.