

# Hiring

**Contact:** Leigh Anne Melanson, Associate Provost for Academic Administration, Thompson Hall, 2-3292. Web site: <http://www.unh.edu/academic-affairs/resources/>

**Resource:** International Faculty and Staff Advisor, International Students and Scholar Office, Thompson Hall, Room G16.

Provides a broad spectrum of services to international students, visitors, exchange scholars, faculty and staff. Services typically begin prior to arrival on campus and continue throughout the duration of the individual's stay at the University. They will answer questions and provide assistance regarding U.S. immigration and employment regulations, as well as those related to educational, personal, financial and health issues affecting our international community. *However, it is ultimately the responsibility of the international student, visitor, exchange scholar, faculty or staff member to obtain the information and meet the requirement necessary for their stay and/or employment in the U.S.* The OISS staff are available to provide direct assistance or to make referrals to appropriate resources. For further information, please visit their web site: <http://www.unh.edu/oiss/>

**Resource:** Wanda Mitchell, Vice Provost and Chief Diversity Officer, Thompson Hall, Room 207, 2-3290.

The Office of the Vice Provost and Chief Diversity Officer is a resource to assist search committees in the faculty hiring process through the following:

- Designing the position announcement and position description
- Advertising and circulating the position announcement
- Assisting in the development of the Diversity Recruitment and Hiring Plan of Action
- Networking and seeking candidates for positions
- Advise on methods for reviewing criteria

**Resource:** Donna Marie Sorrentino, Director of Affirmative Action and Equity, Thompson Hall, Room 305, 2-2930.

The Office of Affirmative Action & Equity is intended to be a resource in hiring faculty in the following areas:

- complying with laws and policies governing the hiring process
- providing advise on interviews, resume checking, and evaluation of candidates to comply with current law and regulation
- using the faculty selection form

**Resource:** Human Resource Office, Leavitt Lane, 2-0501.

They ensure that the employment process proceeds smoothly for faculty and staff and is in compliance with state and federal laws and with University policies and procedures. The recruitment of applicants for staff positions is the mutual responsibility of Human Resources and the hiring department. Human Resources can provide assistance in the following areas:

- Recruitment and Advertising
- Benefits enrollment
- Classification/Compensation
- Personnel Policies

### *Process for hiring tenure-track faculty*

- Chair requests verbal approval from Dean.
- Department reviews diversity goals and arranges a meeting between the search committee and the Vice Provost and Chief Diversity Officer (VP&CDO) to draft job description, Diversity Recruitment and Hiring Plan of Action, and have Recruitment and Hiring Check-list signed to initiate the process.
- Obtain Faculty Hiring Packet from Academic Affairs web site – faculty resources hiring procedures: <http://www.unh.edu/academic-affairs/faculty/hiring.html>
- Chair forwards Request to Advertise form to Dean for written approval.
- Dean obtains written approval from the Provost and Executive VP.
- Provost's Office forwards approval to Human Resources.
- All paid employment advertising for UNH is placed by [Human Resources](#). A copy of any posting that you compose for direct mailing to other institutions or that you wish to submit to any free Internet sites must be provided to [Human Resources](#) for the advertising file. Faculty advertisements must include title, duties, minimum qualifications, application deadline or initial review dates and the Affirmative Action statement.
- Affirmative Action and Equity Employment Data form should be sent to all applicants.
- Send email to VP&CDO to provide brief rationale for selection of finalists.
- When finalists are identified, send Faculty Selection Form to Dean for review; copy to Affirmative Action & Equity Office.
- Conduct interviews.
- When finalists are identified, send Faculty Selection Form to Dean for review with resumes; copy to Affirmative Action & Equity Office.
- Hiring department makes recommendation for appointment to Dean.
- If a faculty member is hired at the Associate Professor or Professor level, written Provost and Executive VP approval is required. An appointment with tenure requires written approval by the Provost and Executive VP, President, and Board of Trustees.
- If the Dean is considering hiring a new faculty member at a higher salary rate than will be paid to any current faculty member in that department at the same or

- higher rank at the time the new faculty member commences his/her employment, then prior to making the offer, the Dean will meet with the department Chair and department tenure-track faculty to discuss the proposed salary offer and reasons.
- Dean makes offer to finalist.
  - When offer is accepted, W-4 and I-9 forms must be completed by the faculty member.
  - After offer is accepted, send completed and signed Faculty Selection Form to Affirmative Action & Equity Office with resumes of all finalists, females and/or minorities. Affirmative Action & Equity will send this material to Human Resources.
  - Forward copy of letter of offer, W-4, and I-9 forms to BSC for processing.

### *Process for hiring Clinical, and Research Faculty (non tenure-track) and Lecturer (renewable appointment)*

- Chair requests verbal approval from Dean.
- Department reviews diversity goals and arranges a meeting between the search committee and the Vice Provost and Chief Diversity Officer (VP&CDO) to draft job description, Diversity Recruitment and Hiring Plan of Action, and have Recruitment and Hiring Check-list signed to initiate the process.
- Obtain Faculty Hiring Packet from the Academic Affairs web site – faculty resources hiring procedures:  
<http://www.unh.edu/academicaffairs/faculty/hiring.html>
- Chair forwards Request to Advertise form to Dean for written approval.
- Department reviews affirmative action goals and arranges a meeting between the search committee and the Affirmative Action Director.
- Dean forwards written approval to Human Resources. Provost and Executive VP must approve requests for Clinical Faculty.
- All paid employment advertising for UNH is placed by [Human Resources](#). A copy of any posting that you compose for direct mailing to other institutions or that you wish to submit to any free Internet sites must be provided to [Human Resources](#) for the advertising file. Faculty advertisements must include title, duties, minimum qualifications, application deadline or initial review dates and the Affirmative Action statement.
- Affirmative Action Employment Data form should be sent to all applicants.
- Send email to VP& CDO to provide brief rationale for selection of finalists.
- When finalists are identified, send Faculty Selection Form to Dean for review; copy to Affirmative Action & Equity Office.
- Conduct interviews.
- When finalists are identified, send Faculty Selection Form to Dean for review with resumes; copy to Affirmative Action & Equity Office.
- Hiring department makes recommendation for appointment to Dean.

- For Research Faculty, the Vice President for Research and Provost and Executive VP's approval is necessary.
- Dean makes offer to finalist.
- When offer is accepted, W-4 and I-9 forms must be completed by the faculty member.
- After offer is accepted, send completed and signed Faculty Selection Form to Affirmative Action & Equity Office with resumes of all finalists, females and/or minorities. Affirmative Action & Equity will send this material to Human Resources.
- Forward copy of letter of offer, W-4, and I-9 forms to BSC for processing.

### *Process for hiring Lecturer (one-year appointment)*

- Chair requests approval from Dean.
- For a one-year appointment, advertising is not necessary.
- Hiring department makes recommendation for appointment to Dean.
- Dean makes offer to finalist.
- When offer is accepted, W-4 and I-9 forms must be completed by the faculty member.
- Forward copy of letter of offer, W-4, and I-9 forms to BSC for processing

### *Process for hiring benefits eligible staff*

- Chair requests verbal approval from Dean.
- For selected PAT positions, department/unit reviews diversity goals and arranges a meeting between the search committee and the Vice Provost for Diversity (VPD) to draft job description, Diversity Recruitment and Hiring Plan of Action, and have Recruitment and Hiring Check-list signed to initiate the process.
- For all staff positions (Operating and PAT) the online site [www.unhjobs.com/hr](http://www.unhjobs.com/hr) will be used.
- The hiring department creates an online account with which to log into the site and creates the position using a template.
- Once internal approvals are granted, the approval will be submitted to HR.
- HR will review position and make it available on the applicant website. Applicants apply directly to the position online and the hiring department directly reviews and manages the applicant pool online.
- Human Resources Office places all paid advertisement with the media specified by the hiring unit in the online advertisement.
- Conduct interviews.
- Applicant statuses are updated on [www.unhjobs.com/hr](http://www.unhjobs.com/hr) to reflect candidates interviewed and finalists.
- When finalists are identified the hiring department must contact their HR partner in Human Resources prior to making an offer to review the applicant pool and ensure University policies have been followed.
- The Dean or appropriate hiring department makes the offer.

- When finalists are identified, the Selection Form is sent to the Dean for review with resumes; a copy must be sent to the Affirmative Action & Equity Office.
- When offer is accepted, have W-4 and I-9 forms completed by staff member.
- The hiring department should forward a copy of letter of offer, W-4 and I-9 forms to BSC for processing

*Process for hiring adjunct faculty* (Persons appointed on a per course, per semester basis with salary).

- Chair requests approval from Dean.
- Advertisement is not necessary for this type of appointment.
- Dean's Office may place a generic ad in local media.
- Appointment is made by Dean.
- When offer is accepted, W-4 and I-9 forms must be completed by the faculty member.
- Forward copy of letter of offer, W-4, and I-9 forms to BSC for processing.

*Process for appointing affiliate faculty* (Persons whose primary occupations are normally nonacademic and who contribute to the University's education, research, and/or service activities on a limited-time basis. They are normally from outside the university but occasionally from a different college/school. This position involves no compensation.)

- Chair requests written approval from Dean.
- Dean obtains written approval from Provost and Executive VP.

## *Exceptions to Advertising*

Faculty. There are unusual circumstances when it is appropriate for the search process and advertising to be waived. With prior approval of the Provost and Executive VP, the Assistant Vice President for Human Resources may permit this waiver if the Director of Affirmative Action & Equity concurs.

Grant-Funded Positions. When recruiting a faculty or staff member under particular grant or contract as follows:

1. When a grant or contract is being transferred from another institution, the principal investigator may bring along those staff members who have been and will continue to be integral members of the research activity. Such individuals are advised that continued employment at USNH is contingent upon continued external funding; and additional staff members must be recruited through regular procedures;

2. When a person(s) (generally not more than one or two) is specifically named in a proposal by the principal investigator and funding calls for or is contingent upon having a qualified individual(s) named who is essential to the successful completion

of the project, then normal advertising and Affirmative Action procedures to fill that position(s) will not be necessary;

3. When an individual not currently employed by the University System has written a proposal and gained endorsement from a USNH faculty member/administrator to be the Co-Principal Investigator so named in the proposal, that individual may be named as Co-Principal Investigator without recruitment.

3/09