

## Steps for hiring Faculty Positions

**Faculty** are members of the academic staff with the rank of Instructor, Assistant Professor, Associate Professor, Professor, and equivalent ranks.

**FLSA status: exempt** – All Faculty are exempt status & paid according to monthly payroll calendar.

**Overview of Faculty position and posting approval process:** Faculty positions do not have a position description, therefore, the position and posting request process is completed in the PeopleAdmin **Applicant Tracking System (ATS)**. Once the position/posting request is sent to HR - Talent Acquisition & Operations (TA/OPS), it is forwarded to the VCAF office for review/approval. Upon VCAF office approval and return to TA/OPS, the position will be posted to the LSUHSC Career Opportunities page by TA/OPS. The department is responsible for posting externally (at least one external source is required.)

## Recruitment

Create/update position in PeopleAdmin [PeopleAdmin](#) (use single sign-on).

[PeopleAdmin Faculty Position Posting Guide](#). Resource guides available for all PeopleAdmin processes: [PeopleAdmin Training Resources \(lsuhsc.edu\)](#).

Position requires update if there are changes in title, duties, qualifications, or salary range.

1. Route position and requisition to fill for Departmental and Administrative approval (process workflow pre-defined in PeopleAdmin ATS system). A position justification and completed funding sheet are required for review/approval process.
2. Once position requisition is approved, posting is activated by Talent Acquisition & Operations (TA/OPS) team to the LSUHSC Career Opportunities page. Considered applicants must meet minimum qualifications indicated in approved position request.
  - Position posting required if the position is greater than 180 days and above 75% effort.
  - The hiring department is responsible to post with at least one external source to meet external posting requirements.
  - All positions must be posted for a minimum of 14 calendar days (unless ad waiver is submitted and approved by HRM/Administration see forms page, [Ad Waiver Request Form](#).)
3. Hiring department reviews applications and enters appropriate dispositions codes for all applicants selected for interview and non-selected applicants in the **Applicants** tab of PeopleAdmin ATS. For selected applicants, phone/campus interviews should be conducted. Ensure the candidate meets the approved minimum qualifications of position prior to scheduling any type of interview.
  - For part-time, period of appointment (less than 1 year) positions not required to be advertised, submit approved Hiring Proposal Funding Sheet/PER 2 with new hire paperwork to HRM for processing. ([Checklist - Faculty New Employee](#)). Background

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check should be requested and cleared prior to sending packet to HRM. (See pre-employment requirements 1b. below, for criminal background check request process).

4. For regular positions advertised, once a finalist is selected, and the minimum posting period has been satisfied, the hiring department processes a **Recommended for Hire disposition & submits a Hiring Proposal** to include proposed salary offer for Departmental Budget and Administrative approval in PeopleAdmin.
5. Ensure selected candidate has cleared LAHEFSA screening (if applicable, see <https://www.lsuhs.edu/administration/academic/lahefsa.aspx>).
6. Offer cannot be made prior to **Approved to Make Offer** response is returned via PeopleAdmin.
7. The department should draft an offer letter signed by the supervisor or hiring authority. After the candidate returns the signed offer letter, hiring department should immediately upload signed offer letter and hiring proposal funding sheet to hiring proposal and update the finalist's disposition to **offer accepted**.
  - On hiring proposal document, be sure to include selection of Regular/POA, non-tenure or tenure (with track years) and secondary appointment info, when applicable.
8. Update to **Offer Accepted in PeopleAdmin is required** for notification to be sent HRM to initiate criminal background check.

### Pre-employment Requirements

To be completed and cleared prior to start date:

1. Pre-employment criminal background check –
  - a. initiated by HRM TA/OPS once hiring proposal updated to **Offer Accepted** by department in PeopleAdmin.
  - b. For positions not advertised in ATS, initiated by TA/OPS once department sends email request. Please e-mail the following information to [recruitalent@lsuhsc.edu](mailto:recruitalent@lsuhsc.edu):
    - Candidate's Name
    - Personal E-mail Address
    - Department Name and Department ID
    - Employee Classification (Faculty)
    - Position Number (if applicable)
2. Pre-employment drug screening, if appointment is 100% effort – initiated by hiring department.
  - [Drug Testing Program \(lsuhsc.edu\)](#)The following forms are required signed and returned by candidate prior to scheduling pre-employment drug testing appointment:
  - [Post Job Offer Drug Testing Instructions for Job Candidates & House Officers](#)
  - [Agreement To Submit to Alcohol and/or Drug Test](#)
3. Official transcript (document sent directly from institution to HRM) of terminal degree must be submitted within 60 days of start.

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- e-script (recruittalent@lsuhsc.edu) or mail RCB, 433 Bolivar St., NOLA, 70112
  - For terminal degrees obtained outside of the United States, a Louisiana board certification and/or licensure may substitute for an official transcript. ([cm-34.pdf](#) ([lsuhsc.edu](#))).
4. Department is responsible for obtaining all credential(s) required for the position, such as but not limited to licensure(s) and certification(s). Submit all credentials to HRM with the new hire paperwork (or within 60 days of start).

### Pre-employment Requirements for Internal Employee

1. Department and Administrative approval of hiring proposal and salary offer prior to offer.
2. Official transcript of terminal degree or Louisiana board certification and/or licensure for degree outside U.S. and all required licensures and certification due in HRM within 60 days of start.
3. If there is no break in service (and employee was already at 100% effort) a new pre-employment drug test clearance is not required, otherwise a pre-employment drug test clearance is required prior to start.
4. If there is no break in service, a new criminal background check is not required, otherwise a new criminal background check is required prior to start.

### Submit to TA/Ops:

1. Completed hiring proposal funding sheet (physical copy sent via campus mail, **not only** an upload in PeopleAdmin).
2. Signed offer letter (physical copy for employee file, **not only** an upload in PeopleAdmin).
3. Criminal background check clearance, if required
4. Pre-employment drug test clearance, if required

### Onboarding

1. Checklist: [Checklist - Faculty New Employee](#), see forms page: [Forms \(lsuhsc.edu\)](#).
2. See New Hire Forms for all employment types, scroll to Faculty Staff New Hire Forms: [Instructions for New Hires \(lsuhsc.edu\)](#).
3. Complete I-9 form in Hire Right – section one must be completed by employee no later than first day of work, section two must be completed by employer (department) no later than third day after start. Must view original I-9 supporting document(s) in-person and upload to Hire Right, Guides:
  - a. [Hire Right Training Guide](#)
  - b. [I-9 Hire Right Supervisor Training Guide](#)
4. Once packet received, a member of TA/Ops, [recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu) team will confirm receipt, advise of any missing requirement/documents.
5. A member of Talent Development team [TalentDevelopment@lsuhsc.edu](mailto:TalentDevelopment@lsuhsc.edu) will email new employee and supervisor the date and details of their New Employee Orientation date.

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6. Once new employee is entered in the PeopleSoft system, a member of TA/Ops team will notify the hiring department.
7. The hiring department is able to request access with Information Security once new employee has been entered in PeopleSoft.
8. New employees on the downtown campus can obtain their ID badge in room 603 (RCB, 6<sup>th</sup> floor) following overnight processing in PeopleSoft. New employees on the Dental School campus can obtain their ID badge in room 2211, following overnight processing in PeopleSoft.
9. New employees on the downtown campus can take a copy of their driver's license and vehicle registration to the parking office on the first floor, room 102 (RCB) to obtain parking permit for LSUHSC downtown garages. New employees on the Dental School campus can take a copy of their driver's license and vehicle registration to the parking office, room 2102, which is open Tuesday and Thursday from 8:00am-3:30pm.

Questions regarding Benefits selections can be directed to [nohrmbenefits@lsuhsc.edu](mailto:nohrmbenefits@lsuhsc.edu).

### **Governing policies:**

[PM 55 - Equal Opportunity Policy \(lsu.edu\)](#)

[CM-71 - Background Inquiry Policy \(lsuhsc.edu\)](#)

[CM-38 - Substance Abuse Policy \(lsuhsc.edu\)](#)

[PM- 33 - Drug-Free Workplace and Drug Testing Policy \(lsu.edu\)](#)

[CM -34 - Required Credentials for Employment \(lsuhsc.edu\)](#)