

## ONLINE EMPLOYMENT SYSTEM INTERNAL PROCESS

### For Adjunct Faculty

1. Adjuncts will apply through the Online Employment system.
2. When a department has selected an adjunct it wishes to add to the Adjunct Pool, the department should verify that (1) the online application is complete with application, resume, and official transcripts and (2) the person is SACS qualified to teach. To verify that the transcripts are official, the transcripts scanned into the Online Employment System will be marked Official or Unofficial. Department chairs should not recommend persons for the adjunct pool until all official transcripts have been received in HR. The cover letter indicating interest is no longer needed. At this point, a Faculty Credentials Certification Checklist should be prepared by the department and submitted to the dean (all earned degrees should be added to section II, not just the degree that qualifies the person for adjunct teaching). The dean's office will route the Faculty Credentials Certification Form to the VPAA Office, and also send an electronic copy of the form to Renee Vandiver. For adjunct faculty, it is not necessary to request approval to interview through the Online Employment System.
3. ~~If all information in #2 above is in order, the department will initiate the Online Employment process by changing the applicant's status to "Adjunct: Recommend for Pool by Dept Chair." This will generate an email to the respective dean that there is an applicant waiting to be approved. The dean should also verify the applicant's credentials and change the applicant's status to "Adjunct: Recommend for Pool by Dean/Director." This will generate an email to the VPAA Office. This step should NOT be initiated until all information in #2 above is in order.~~
4. The VPAA Office will print the adjunct faculty application and obtain the official transcripts from the Human Resources Office and maintain on file. When it is determined by the VPAA Office that all is in order, the ~~applicant's status will be changed to~~ VPAA will inform the Office of Human Resources to change the status to "Adjunct: Approved for Pool by VP" and the applicant will receive an email stating that he/she has been approved for the pool.
5. At the time it is determined an adjunct is to be hired, the appropriate Personnel/New Hire Action Form should be prepared by the department and submitted through appropriate channels to the VPAA Office. The VPAA Office will develop an employment contract. For subsequent employments, the EPAF system will be utilized.

### For Full-Time Faculty

1. Applicants will apply through the Online Employment system. The request to conduct telephone interviews will be performed through the Online Employment system. On-campus interviews will be approved by the VPAA via e-mail from the department chair and dean.
2. When a department has selected an applicant it wishes to hire, the department should verify that (1) the online application is complete with cover letter, application, resume, and transcripts [official transcripts will be required prior to employment start date] and (2) the person is SACS qualified to teach. If all is in order, the **DEPARTMENT** will place all unsuccessful candidates at inactive statuses such as “Interviewed/Not Selected,” “Not Interviewed/Not Selected, or “Telephone Interviewed/Not Selected.” The **DEPARTMENT** will then change the applicant status of the selected candidate to “Recommend for Hire.” A link will appear under the new status that reads “Begin Hiring Proposal.” Click the “Begin Hiring Proposal” link and fill in any blank information. When complete, choose the option to send the Hiring Proposal to the Dean for approval. After completing the hiring proposal, a Personnel/New Hire Action Form should be completed. Then, a Faculty Credentials Certification Form should be generated and sent through appropriate channels to the VPAA Office.
3. When VPAA receives the Hiring Proposal through the Online Employment system, it will be approved in the Online Employment system and sent to HR, but the letter will be generated by the VPAA Office, once it is determined that all required documents were submitted with the online application (cover letter, resume and transcripts).