

Faculty Recruitment Process

Full-Time Faculty Hiring Process

1. Division Chair files Request to Recruit form with VPAA for *approval*
2. Division Chair appoints Search Committee
3. Search Committee develops screening materials, positions requirements, guidelines and forwards to VPAA for *approval*
4. Approved materials are forwarded to HR for advertisement
5. HR Office reviews candidate materials and forwards files to Search Committee
6. Search Committee follows screening process and interviews candidates
7. Search Committee provides Request to Offer to VPAA for approval
8. HR Office notifies Search Committee Chair once signatures are obtained
9. Search Chair discusses considerations with VPAA
10. Search Chair extends offer to selected candidate
11. Search Chair receives acceptance or decline
 - A. If candidate declines, Search Committee will reconsider the candidate pool
12. VPAA is notified of candidate's acceptance
13. Search Chair submits instructor and course information to Academic Records
14. Letter of acceptance or contract is sent to candidate by Academic Affairs Office or President's Office, respectively
15. HR office sends letters to other candidates
16. VPAA or HR Office sends email to all faculty/staff regarding new faculty appointment
17. Criminal history background check is performed, if applicable
18. Human Resource Officer and department will prepare orientation/training schedule prior to new employee's start date
19. Early Employee ID Request form can be used to obtain email, Moodle account, and ConnectND access prior to start date.

MAYVILLE STATE UNIVERSITY

Adjunct Faculty Hiring Process

1. Division Chair requests VPAA *approval* to recruit
2. Division Chair requests adjunct applications from HR (optional)
3. Division Chair contacts HR Office if advertisement of position is needed
4. Division Chair obtains the following application materials from candidates:
 - a. MSU Application
 - b. Resume
 - c. Transcripts
 - d. Three references
5. Division Chair reviews applications and contacts candidates
6. Division Chair, or appointee, conducts informal interview **or** follows process through HR Office.
7. Division Chair performs reference checks as appropriate
8. Division Chair contracts VPAA to review/approve request to offer
9. Division Chair makes offer to candidate
10. HR sends out letter to other candidates, if applicable
11. Division Chair completes Appointment Request Form and submits to Academic Affairs
12. Division Chair submits instructor and course information to Academic Records
13. Appointment letter is sent to new employee by Academic Affairs office.
14. Human Resource Officer and department will prepare orientation/training schedule prior to new employee's start date
15. Early Employee ID Request form can be used to obtain email, Moodle account, and ConnectND access prior to start date.

Reference: MSU Policy Section 601 Recruitment
MSU Policy Section 602 Appointments