



# **MCNEESE STATE UNIVERSITY**

## **UNCLASSIFIED HIRING PLAN**

**Faculty and Non-Faculty, Non-Classified Employment**

## MCNEESE STATE UNIVERSITY HIRING PROCEDURES GENERAL GUIDELINES FOR UNCLASSIFIED EMPLOYMENT

Resignations  
Terminations  
Retirements  
Filling Vacant Positions

New Positions  
Emergency Appointments  
Temporary Appointments  
Interim Appointments

The University complies with University of Louisiana System Policy Number FS.III.II.B.C.D-1.

The complete hiring process can take up to several months from start to finish. Included in the packet are information, instructions, and forms to assist with the hiring process. Below is an estimated timetable that may help you to organize your own timeline.

### Estimated Timeline for Hiring Process

- Approval from Executive Staff (up to 10 days)
- Approval from University of Louisiana (ULS) Staff (up to 3 days)
- Selection of Committee (up to 2 weeks)
- Committee/Chair completing preliminary paperwork (1 meeting and/or up to 2 weeks)
- Advertising Process (Purchasing, Running ad, etc.) (up to 20 days)
- Screening Applicants (10 days to 1 month)
- Interviewing Candidates (10 days to 2 months)
- Selecting Candidate (1 week)
- Completing hiring paperwork (3 to 5 days)
- Submitting name to President's Office and ULS approval (6 weeks or more)

### Chain of Command

- Immediate Supervisor
- Department Head/Director within a College
- Dean/Administrative Director
- Vice President/Position reporting directly to President – Athletics Director, Chief Information Technology Officer (CITO), Internal Auditor
- President

### Resignations/Terminations/Retirements

- Employee submits a letter of resignation or retirement and obtains approval through the chain of command as soon as the effective date of departure is known. (Immediate supervisor submits written notification and obtains approval when an employee is terminated.)
- Immediate Supervisor submits a written request justifying the need to replace the individual and obtains approval through the chain of command.
- Appropriate Vice President (or President) presents request to Executive Staff for approval.
- Vice President (or President) notifies immediate Supervisor of approval in writing.
- Supervisor completes the **Unclassified Position Description, Justification and Certification Form, Hiring Plan Form 1**, as required by the ULS Staff, and submits the **Unclassified Position Description, Justification and Certification Form**, to the appropriate Vice President (or President) along with a **(1) Justification For Position, Hiring Plan Form 2, and (2) Position Description, Hiring Plan Form 3**.
- Vice President submits paperwork to the President's Office.
- President's Office faxes paperwork to the ULS Staff for approval.
- President's Office receives approval from the ULS Staff (up to 3 days) and sends copies to the immediate Supervisor, Vice President, and Vice President for Special Services and Equity (VPSSE).
- Supervisor begins search process once approved **Unclassified Position Description, Justification and Certification Form** is received.

## Filling Vacant Positions

- Immediate Supervisor submits a written request justifying the need to fill a vacant position and obtains approval through the Chain of Command.
- Appropriate Vice President (or President) presents request to Executive Staff for approval.
- Vice President (or President) notifies immediate Supervisor of approval in writing.
- Supervisor completes the **Unclassified Position Description, Justification and Certification Form, Hiring Plan Form 1** as required by the ULS Staff, and submits the **Unclassified Position Description, Justification and Certification Form** to the appropriate Vice President (or President) along with a **(1) Justification For Position, Hiring Plan Form 2, and (2) Position Description, Hiring Plan Form 3.**
- Vice President submits paperwork to the President's Office.
- President's Office faxes paperwork to the ULS Staff for approval.
- President's Office receives approval from the ULS Staff (up to 3 days) and sends copies to the immediate Supervisor, Vice President, and VPSSE.
- Supervisor begins search process once approved **Unclassified Position Description, Justification and Certification Form** is received.

## Emergency/Temporary/Interim Appointments

Emergency, Temporary, or Interim Hires require approval. The Supervisor should contact the VPSSE for required documentation. Emergency, Temporary, or Interim appointments are approved for a maximum period of one year. The search process to fill the position on a permanent basis should begin as soon as possible.

- Immediate Supervisor submits a written request justifying the need to appoint someone on an Emergency, Temporary, or Interim basis and obtains approval through the Chain of Command.
- Appropriate Vice President (or President) presents request to Executive Staff for approval.
- Vice President (or President) notifies immediate Supervisor of approval in writing.
- Supervisor completes the **Unclassified Position Description, Justification and Certification Form, Hiring Plan Form 1** as required by the ULS Staff, and submits the **Unclassified Position Description, Justification and Certification Form** to the appropriate Vice President (or President) along with a **(1) Justification For Position, Hiring Plan Form 2, and (2) Position Description, Hiring Plan Form 3.**
- Vice President submits paperwork to the President's Office.
- President's Office faxes paperwork to the ULS Staff for approval.
- President's Office receives approval from the ULS Staff (up to 3 days) and sends copies to the immediate Supervisor, Vice President, and VPSSE.
- President's Office submits name of individual to the ULS Board for approval at its next scheduled meeting. (Effective date of hire cannot begin until after Board approval – check Board meeting schedule.)
- Supervisor begins search process to fill position on a permanent basis as soon as possible. Search for permanent employee MUST be completed within a year of temporary hire date.

## New Positions

- Immediate Supervisor submits a written request justifying the need to create a new position and obtains approval through the Chain of Command.
- Appropriate Vice President (or President) presents request to Executive Staff for approval.
- Vice President (or President) notifies immediate Supervisor of approval in writing.
- Supervisor completes the **Unclassified Position Description, Justification and Certification Form, Hiring Plan Form 1** as required by the ULS Staff, and submits the **Unclassified Position Description, Justification and Certification Form** to the appropriate Vice President (or President) along with a **(1) Justification For Position, Hiring Plan Form 2, and (2) Position Description, Hiring Plan Form 3.**
- Vice President submits paperwork to the President's Office.
- President's Office faxes paperwork to the ULS Staff for approval.
- President's Office receives approval from the ULS Staff (up to 3 days) and sends copies to the immediate Supervisor, Vice President, and VPSSE.
- Supervisor begins search process once approved **Unclassified Position Description, Justification and Certification Form** is received.

## **One – Year Appointments**

One-year appointments MUST NOT exceed the appointed time hired. Plans for filling the position on a permanent basis should begin at least 3 months prior to the end of the 12-month appointment or as approved by Executive Staff. Follow General Guidelines for Unclassified Employment, Part- Time/Emergency/Temporary/Interim/ One-Year Appointments.

## **Re-Appointments for Visiting/Clinical Faculty**

The Re-appointment form must be completed by department heads that are **re-appointing visiting/clinical faculty positions**. A completed **Letter of Re-Appointment, Hiring Plan Form 16R**, justifying appointment, must be submitted to the Vice President of Academic Affairs for approval. Academic Affairs will fax the dean a copy of the form after it has been approved. All sections of the form must be completed.

## **Inter-Departmental Appointments**

For processing an inter-departmental employee you will need the following paperwork completed: **1)** A letter justifying appointment should be forwarded to the VPSSE for approval. **2)** A Letter of Justification, Letter of Intent to Employ, Letter of Offer/acceptance should be forwarded to the Vice President of Academic Affairs.

## **ALL POSITIONS**

### **Submit Unclassified Position to the President's Office**

A completed **Unclassified Position Description, Justification and Certification Form, Hiring Plan Form 1, Justification for Position, Hiring Plan Form 2, and Position Description, Hiring Plan Form 3** must be submitted to the appropriate Vice President. The Vice President will forward the form to the President's Office for approval. The form will be submitted by the President's Office to the Board of Supervisors for approval. The President's Office will fax the dean or director a copy of the form after it has been approved by the Board.

### **Submit Paperwork to the Vice President**

The **Letter of Intent to Employ, Hiring Plan Form 16**, copy of the Board approved **Unclassified Position Description, Justification and Certification Form, Hiring Plan Form 1, Justification for Position, Hiring Plan Form 2, Position Description, Hiring Plan Form 3, Employee Information Form, Hiring Plan Form 19, three letters of recommendation**, and the **candidate's official transcript** are to be submitted to the appropriate Vice President. After the Vice President and President approve the packet, the President's Office will fax a copy of the **Letter of Intent to Employ** to the dean or director. The President's Office submits the appointment to the Board of Supervisors for approval. **Employees may be terminated if documentation necessary to complete the personnel file is not received.**

**Position must be approved by Executive Staff or the President before hiring procedures begin. Effective date of employment must allow time for Board of Supervisors' approval of selected candidate. The Board approves personnel actions once a month (none in May, July, or September); material for personnel actions is due to the Board the first week of the month (unless otherwise noted) for the meeting which is held the last week of the month. January, July, November, and December may have different deadlines for submission. Check with the President's Office for these dates.**