

LANGSTON UNIVERSITY HIRING PROCEDURES



Langston University



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**The purpose of this manual is to inform all employees, faculty and staff, of Langston University's hiring procedures. The published manual serves as a clear and concise resource for the user. This document has been approved by the President and Administrative Council.
Revised September 2011**

LANGSTON UNIVERSITY HIRING PROCEDURES

Opening a Position



Posting/Advertising Position



Receiving Credentials



Closing Position



Screening Applicants



Interviewing Applicants



Employee Recommendation



LANGSTON UNIVERSITY HIRING PROCEDURES

**OPENING A POSITION
POSTING / ADVERTISING POSITION
RECEIVING CREDENTIALS
CLOSING POSITION
SCREENING APPLICANTS
INTERVIEWING APPLICANTS
EMPLOYEE RECOMMENDATION**

Hiring Procedures

I. Opening A Position

1. Existence of vacancy. The Requisitioner (Dean, Chair, Director or Supervisor) must call the Accounting Office to make sure there is a funded slot for the position. If there is no funded slot for the position or no position is established and funded, the requisition cannot be processed.
2. The Requisitioner initiates the University “Employee Status Requisition” form if funding is available.
3. The Requisitioner must get the “Employee Status Requisition” form approved by the following: Supervisor of area, Department/Office Chairperson/Director, Dean (Academic Affairs division only), Vice President, and Accounting Office.
4. If the “Employee Status Requisition” form is approved by all in Step 3, the form is to be submitted to the Office of Human Resources.
5. The Office of Human Resources reviews the “Employee Status Requisition” form, and if all is in order, submits the form and all pertinent materials to the President.

Hiring Procedures

II. Posting/Advertising Position

1. If the President approves Step 5 of “Opening a Position,” the Office of Human Resources will use the “Employee Status Requisition” form to prepare the position announcement. The announcement will contain the minimum qualifications, preferred qualifications, description of position and closing deadline. The Requisitioner must clearly delineate between required and desired qualifications.

2. The Requisitioner, Department /Office Chairperson/ Director, Dean and Vice President will determine if the position announcement will be posted in national, regional, local, and / or professional publications. HR will make the appropriate contacts to publicize the position in the publications selected by the school or administrative unit. It is expected that all searches for tenure track faculty positions will be conducted on a national level. The Chronicle of Higher Education, Diverse: Issues in Higher Education, and HigherEdJobs.com have national circulation. Positions will also be posted internally and with the nearest Oklahoma Employment Agency.

Hiring Procedures

III. Receiving Credentials

1. The Office of Human Resources will send an application form and announcements of vacant positions to all requesting the same.
2. The Office of Human Resources will acknowledge receipt of all credentials received from interested parties, as well as request additional credentials, if needed.
3. A file will be kept for all posted positions. (All applicants' credentials received, position announcement, "Employee Status Requisition" form, and all other communications regarding the position.)

Hiring Procedures

IV. Closing Position

1. Each position is officially closed per deadline date on position announcements. Positions must be open for at least two weeks. Closing dates will be included in the advertisement; the following language is suggested: "In order to insure consideration, applications must be received by (date)."
2. The **Search** Committee is selected by the Requisitioner of the area where the opening exists, with the written approval of the department Chairman/Director, Dean (Academic Affairs) and Vice President, and sent to Human Resources Office for disposition. The **Search** Committee must have at least three diversified members. All members can not be from the same division (i.e. Academic Affairs, Student Affairs, Fiscal Affairs, Institutional Advancement, School of Agriculture). Presidents and Vice Presidents cannot serve on a Search Committee. Only Faculty will serve on the Search Committee for Faculty appointments. All faculty members can not be from the same school.
3. The Office of Human Resources will notify the Vice President of disposition. If approved, the Requisitioner will notify the committee members.
4. The chair of the **Search** Committee will communicate with the Office of Human Resources and committee members as to a time, date, and place for the initial **review** of applicants. The confirmed information will be sent in writing to the Office of Human Resources, Affirmative Action Officer, Requisitioner, Dean, Department/Office Chairperson/ Director and Vice President.

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V. Screening Applicants

1. The Office of Human Resources will audit all applicant credentials for completion. The applicant will be notified of required documents that have not been submitted.
2. The **Office of Human Resources** will prepare the **review** forms, the position announcements, credentials, committee responsibility instructions, and all other materials for the initial **review**. Prior to the **review** process, a representative from Human Resources will advise the committee on Langston's policies and have the committee sign a declaration to ethically follow these policies.
3. The **Search** Committee will review the application packages. Each member will complete a **review** form for each applicant. Said forms will be given to the Office of Human Resources for tabulation.
4. The Human Resources Office will send the results to the appropriate Vice President and the Affirmative Action Officer.
5. The Requisitioner, **Search** Committee Chairperson, Department Chairman/Director, Dean (Academic Affairs and the Vice President will identify the number of applicants to be interviewed based on the outcome of the initial **review**.

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VI. Interviewing Applicants

1. The Requisitioner will communicate to the Office of Human Resources which applicants will be interviewed, and the time, date, and place of the interview. It is recommended that applicants be notified at least fourteen (14) days prior to the interview date. The Office of Human Resources will notify all applicants to be interviewed. A proficiency test will be administered concurrently with or prior to the interviewing process. The Office of Human Resources will arrange, with the appropriate departments, for the administration of all proficiency tests. The requests for the administration of proficiency tests must be made in conjunction with the selection of the Search Committee.
2. The Office of Human Resources will verify prior employment, credentials and contact references supplied by the applicant. If a candidate has requested notification prior to contacting references, it is essential that such notification be made. The conversation should be documented. The Office of Human Resources will assist in formulation of appropriate questions for the committee.
3. The Office of Human Resources will send a schedule of interview times to the appropriate Vice President, Chairman/Director, Dean, Requisitioner, **Search** Committee chair, and the Affirmative Action Officer. The **Search** Committee chair will notify the committee members of the interview schedules.
4. The Office of Human Resources will prepare all interview forms, committee responsibility instructions, permissible inquiry sheets, and any other materials needed to conduct the interviews. A representative from the Office of Human Resources will be present at the interviews.

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VI. Interviewing Applicants

5. The **Search** Committee will develop a list of core interview questions. The same questions will be asked of all candidates when interviews are conducted. Each committee member will complete an interview form.

6. It is highly recommended that a candidate for a faculty position make a formal presentation that provides evidence of his/her abilities as a teacher- scholar. Langston faculty and students may attend such presentations.

7. The President, Vice-President, Dean, Chairpersons/Director, Supervisor, Requisitioner may elect to meet and / or interview the candidates. The specific interview format for the aforementioned interviews will follow the approved University policies and procedures and State and Federal laws as they apply to permissible interview questions.

8. The President will interview and make the final decision to recommend to the Board of Regents the hiring of all faculty and key administrators such as, Directors, Deans and Vice Presidents. Each Vice President will interview and make the final decision in consultation with the President on the hiring of all administrators in their division.

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VII. Employee Recommendation

1. Upon receipt of the interview results, the Requisitioner will complete an "Employee Status Requisition" form recommending employment.
2. All applicable sections for the action(s) requested on the "Employee Status Requisition" form must be completed. This form must be routed to those offices listed (Department Head, Dean, Vice President, Accounting Office, Human Resources, President) for signatures of approval (in the order listed).
3. After the requisition form has received presidential approval, copies will be sent to the offices of approving signatures, and an offer to hire reflecting the first day of eligible employment will be sent to the recommended individual. The President must approve all employment recommendations before the job is offered to the individual and before the individual reports to work.
4. The Office of Human Resources will send notification, the other applicants, of the filled position.



LANGSTON UNIVERSITY

Langston University is in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, and does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of the policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and education services.

