TEMPORARY FACULTY HIRING GUIDE
Modified Search Process for Adjunct / Temporary Faculty
_revised July 2016_

The Temporary Faculty Hiring Guide describes the recruitment and selection process for temporary and adjunct faculty at the University of Northern Iowa. This modified search process complies with federal regulations that require all positions lasting three or more days to be listed with Iowa Workforce Development (http://www.iowajobs.org/) before being filled. The regulations also require UNI to offer applicants for temporary positions the opportunity to self-identify as protected veterans and/or individuals with disabilities. The Iowa Workforce Development listing and self-identification process are incorporated into Jobs@UNI and do not require additional steps beyond what is described below. For additional assistance please contact:

Angie Chaplin, Faculty Employment Coordinator
Human Resource Services
027 Gilchrist Hall - 0034
Phone: (319) 273-3536
Fax: (319) 273-2927
Website: www.uni.edu/hrs
Email: angie.chaplin@uni.edu

SEARCH EXCEPTIONS
The modified search process does not apply to non-employment relationships or to positions for which there is not an opening, including:

- Volunteers
- Independent contractors
- UNI student employees, including research/teaching/graduate assistants and work-study students
- Current UNI employees, including those currently in adjunct and fellow appointments (NOTE: This exception does not apply to an opening if a department decides to consider outside applicants.)
- Extensions of current temporary or term appointments that fall within the timeframes stipulated by the Master Agreement or other related policies
- Former UNI employees who left in good standing within the prior 24 months
- UNI retirees returning to the same department and/or in a similar role to that which they held within the prior 24 months
- UNI employees/former employees eligible for recall, transfer, or promotion as part of a collective bargaining agreement or P&S policies and procedures
- Appointments made as part of a reasonable accommodation under the ADA for an employee with a disability
TEMPORARY FACULTY SEARCH PROCESS: A STEP-BY-STEP GUIDE

To initiate the modified search process for temporary faculty, the first step is to prepare a requisition through the Jobs@UNI system for approval to fill the position. First-time requisition preparers must request access through the Security Request System for the role of Jobs@UNI Requisition Preparer.

The temporary search process varies from non-temporary in two important ways: the use of search committees is optional and at the discretion of the department head; and the requisition and pre-interview report are the only Jobs@UNI submissions that must be submitted into workflow for approval.

1. DEVELOP REQUISITION

   A. Log in to Jobs@UNI through Search Administration Login tab

   B. Create new requisition or return to draft
   From the Search Administration tab at Jobs@UNI, click on “Faculty, Academic Administrator or Academic Institutional Official.” To return to a requisition that has been started but not completed, click on “Search My Requisitions.”
C. Position details
Complete the position organization, title, rank, and appointment status sections. Click “Continue” to move to the next screen.

D. Status, service schedule, and salary or hourly rate of pay
Select the full-time or part-time status; service schedule; and salary or hourly rate of pay (which will be displayed to applicants). To hide the maximum end of the salary range from applicants, click the “Check for Commensurate” box.

E. Start date and term
Enter the approximate start date (typically the start of a new semester). If more than one hire for the exact same position is being hired, enter the estimated number.

F. Funding source(s)
Use the “Add LD Row” button under “Labor Distribution” to indicate what funding source(s) will be used to pay for this position. If labor distribution codes are not known, contact the dean for more information.

G. Reason for requesting to fill position
Enter the justification for filling a temporary position, and click “Continue” when finished. An error message will appear if any sections are incomplete, and errors must be corrected before the system will move to the next step.

H. Advertising dates
To comply with federal regulations, all positions must be advertised for a minimum of three days. Enter the “Ad Start Date” to begin three to four days from the date the requisition is submitted to allow adequate time for the requisition approval process. An “Ad End Date” is not required; keep in mind that the date entered here will be the date the requisition is removed from Jobs@UNI. Allow applicants a reasonable amount of time to apply.
I. Contact information
Enter the name, email address, and telephone number for the person whom applicants should contact with questions – in most cases, the search chair is the contact. If providing the “Department URL,” write out the full URL including http://www.uni.edu/ for the link to work correctly.

J. Advertising position title
Rather than “Faculty Non-Unit,” entering an alternate advertising title gives applicants a better understanding of the position. “Adjunct Instructor” followed by the discipline or department is recommended for advertising purposes.

K. Position description, education requirements and qualifications
Include as many details in these sections as possible to give applicants a realistic understanding of the position and its requirements. Keep in mind that Higher Learning Commission regulations require degrees one level higher than the level being taught, i.e. master’s degrees to teach undergraduates and doctoral degrees to teach graduate courses.

L. Job application attachments
Applicants are required to submit a curriculum vita, cover letter, and at least three professional references. Additional application materials such as statements of teaching philosophy may be requested in “Other Attachments.” Letters of recommendation are not required; if selected, indicate how letters will be collected (manual or online).

M. Recruiting resources
For temporary positions, IowaJobs.org (Iowa Workforce Development) is the only required source; additional advertising sources may be requested but are not necessary.

N. Search committee
Search committees for temporary searches are optional. Those needing access to view applications must be entered as committee chair and committee members. The Department Head, Committee Chair, and Search Committee Admin can be the same person. To assist with questions during the search, add Faculty Employment Coordinator (Angie Chaplin) and Employment Manager (Lisa Frush) as search committee administrators (see following page).
O. Workflow attachments (optional)
External advertisements or other materials may be added in this section. Note that external advertisements are not required for temporary positions.

P. Review, finalize and send into workflow
Review all of the entered information and make any necessary corrections. Changes cannot be made while the requisition is in workflow unless one of the workflow approvers rejects it back to the preparer.

Q. Assign workflow approvers and send into workflow
If a department secretary is preparing the requisition, enter the department head as the “First Approver” and the dean as the “Last Approver.” If the department head is preparing the request, then the dean is the name entered in the “First Approver” section. After names have been entered, click “Send to Workflow.” Click “Add Row,” select “VP” and enter the name of the Executive Vice President & Provost. The system will automatically insert HRS and OCEM into the workflow and these approvers do not need to be manually added.
2. VIEW AND RATE APPLICANTS

A. **View applicant materials**
From the “Search Committee Home” screen under the “Search Management Tab,” access applicant materials by clicking on the applicant’s name. Applicants must apply electronically through Jobs@UNI for all positions, including temporary.

B. **Conduct phone screens**
Phone screens are recommended as a mechanism for identifying candidates to invite to interview on campus. No HRS or OCEM approval is needed prior to conducting phone screens. Calls can be made solely by the search chair or may include search committee members.

C. **Rate applicants**
The search chair is required to enter Equal Opportunity (EO) ratings for each applicant on behalf of the committee (if utilized), and will indicate which applicants are recommended for optional on-campus interviews. Ratings must be entered for each applicant before proceeding. The double red arrows indicate required fields.

For applicant(s) under consideration, the “Conflict of Interest” question appears after the Pre-Interview Action Code has been entered. Click “Yes” or “No,” then “Save” to continue.

D. **Submit Pre-Interview Report**
When finished rating all applicants, the search chair prepares a Pre-Interview Report to document the applicant pool by clicking on “Pre-Interview Reports” then “Start a Pre-Interview Report.” Review the
chart to ensure that in the “Action” column, the applicant(s) under consideration have are coded with the number three. Do not schedule interviews until the Pre-Interview Report has been approved.

Complete the remainder of the Pre-Interview Report by answering the required questions regarding type of interview, expectation of additional interview rounds, and explanation of evaluation criteria. When finished, assign the appropriate approval workflow – typically, the department head will be the “First Approver” and the dean will be the “Last Approver.” OCEM will be inserted into the approval workflow automatically by the system. When finished, click on “Save and Review for Submission.”

Review the final draft, then click “Finalize and Send into Workflow.”

3. SCHEDULE INTERVIEWS (OPTIONAL)
On-campus interviews are not required for temporary searches. Following OCEM’s approval of the Pre-Interview Report, the department head and / or dean may proceed with conducting interviews, if desired.
4. SELECT FINAL CANDIDATE(S)

A. **Enter post-interview action codes**
   If interviews were conducted, the search chair will enter rationale for selection / non-selection and post-interview action codes to indicate which candidate(s) are recommended for hire.

B. **Send post-interview submission to search administrator**
   When all required post-interview action codes have been entered, the search chair will send an automated email to the search administrator indicating that the Search & Selection Summary can now be completed.

C. **Complete Search & Selection Summary**
   The department head and / or dean determine the final candidates(s) and prepares the Search & Selection Summary to the Executive Vice President and Provost for review and approval. The search committee may recommend more than one finalist as an alternate should the first choice decline or withdraw.

D. **Extend offer**
   If the verbal offer is accepted, use the appropriate pre-approved offer letter template to email the written offer to the candidate. When the candidate accepts and returns the offer letter, forward a copy to HRS. Pre-employment background checks and degree verifications are not required for temporary faculty new hires.

E. **End advertising**
   Remove job posting from Jobs@UNI through the Faculty Search Committee Options link by clicking on “Manage Search Advertising.” Change the “Ad End Date” to the previous day. In the “Advertising Date Options” section, select “Standard 14 Days or Until End Date Above,” and click “Edit Search.”

5. **NOTIFICATION TO APPLICANTS NOT SELECTED & REQUEST TO CLOSE SEARCH**
   Following a signed acceptance letter and successful background check, the search chair generates emailed notifications to non-selected applicants through Jobs@UNI’s Applicant Communication Center. Select the correct notification message and review the message template. When ready to send, click “Continue” to send system-generated emails to non-selected applicants.

When all applicants have been notified that the position has been filled, the search chair submits a request to close the requisition to HRS.

6. **STORAGE OF SEARCH MATERIALS**
   Record retention requirements for materials received through the temporary faculty hiring process are the same as those generated through a non-temporary search. Departments are required to retain all application materials for a period of three years following the date the position is filled.

7. **CREATE AND SUBMIT PAF FOR APPROVAL**
   Prepare a PAF to set up the new employee once notification of non-selected applicants has taken place. Ensure that funding for the position has been made available in the appropriate account(s) to avoid delays.