Carbondale Campus End User Business Processes

PROCESS – Faculty and Administrative/Professional Staff: Appointment Process

Process: Follow this process to appoint a faculty or administrative/professional staff member.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website *eforms* http://eforms.siu.edu/

Actions:

Responsible Party	Action
Department	1. Completes *Notice of Faculty or Administrative/ Professional Staff Appointment*, *Assignment Costing* form, and other required forms (see list).
Employee	2. Signs *Notice of Faculty or Administrative/Professional Staff Appointment*. Completes Section 1 of the *I-9 Employment Eligibility Verification* form, *Personal and Professional Data* form, *Employee's Withholding Allowance Certificate* (W-4), and *Authorization for Payroll Electronic Direct Deposit* form. Provides copy of resume and official transcript(s) of the highest degree earned.
Department	3. Verifies employment eligibility documentation and completes Section 2 of the *I-9 Employment Eligibility Verification* form. Reviews all forms for completeness and accuracy. Obtains fiscal officer approval on forms where it is required. For teaching positions, conducts oral English proficiency review and completes form. Sends all documents through administrative channels for review and approval.
Administrative Channels	4. Approves *Request* and *Notice* and forwards all hiring documentation to Human Resources.
Human Resources	5. Reviews appointment for compliance with applicable University policies. If a new position, creates position in HRMS. Verifies funding requirements, rate, etc. Enters budget, person, assignment, costing, and payroll information in HRMS. Makes and distributes copies of the *Notice of Faculty or Administrative/Professional Staff Appointment* and *Assignment Costing* forms to: ▪ Payroll, for verification purposes ▪ Employee Benefits ▪ Employee file (original) ▪ Employee ▪ Vice chancellor area
Vice Chancellor Area	6. Copies and distributes *Notice* and *Assignment Costing* forms to dean/director. Maintains a copy for vice chancellor area records. Updates promotion/tenure information in HRMS, if applicable (Academic Affairs only).
Dean/ Director	7. Copies and distributes *Notice* and *Assignment Costing* forms to department. Maintains a copy for dean/director area records.
Department	8. Maintains copy for departmental records.
End of Process	

Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in appointing a faculty or administrative/professional staff member. For more detailed information, the end user should also consult the *Employee Handbook* and SIUC *Personnel Policies*. Both of these documents may be accessed via the Human Resources homepage at http://hr.siu.edu/

A list of the documentation required for faculty or administrative/professional staff appointments and reappointments follows.

New Appointments:

Form/Document   Source

For a complete list of forms required, visit http://hr.siu.edu/forms/new-hire.html

Official transcript(s) of highest degree earned   Employee
(copies of other transcripts will also be
accepted)

Hiring Audit (or Search Waiver)   Affirmative Action (blank form)
    1) Hiring Audit form –section II and   Vice chancellor area (approved form)
    2) Copy of Approved Ad or Position
        Description

Reappointments:

For a complete list of forms required, visit http://hr.siu.edu/forms/new-hire.html

Notice of Faculty or Admin./Professional   *http://eforms.siu.edu/siuforms/info/hro3000.html*
Staff Appointment
Assignment Costing form   *http://eforms.siu.edu/siuforms/info/hro1001.html*

Funds Allocation Request[2]   *http://eforms.siu.edu/siuforms/info/hro1001.html*

[1] Not required for an individual who currently holds another SIUC status civil service, faculty or administrative/professional staff position or graduate assistantship, unless the individual wishes to add to or change information previously submitted..

[2] If necessary to establish or transfer funds to support the position. Departments/approvers should keep a copy of the completed form. A copy will not be returned from Human Resources after processing.

[3] Required for teaching positions only.