

GUIDELINES FOR HIRING PACKETS

Revised: 08-15-18

CAHSS GUIDELINES FOR PROCESSING FACULTY APPOINTMENTS ONCE NEGOTIATIONS HAVE BEEN FINALIZED

NOTES:

- These guidelines apply to all full-time instructional faculty (Tenure-Track, Lecturers, and Clinical, Professors of the Practice).
- **Differences in the guidelines for hires with search-waiver requests are footnoted in bold.**
- *Differences for Visiting faculty appointments are noted in italics.*
- At any time in the process, Chairs/Directors wishing to know the status of paperwork should call or e-mail Lisa Thomas (Lisa: x5-4072, lisah@umbc.edu), **not** the Provost's Office or HR.

STEPS:

Chair/Director or AA brings the hiring packet to Lisa Thomas in the Dean's Office. The packet should include the following items:

1. Personnel Requisition (PR) – i.e., copy of PR previously submitted in the Search Packet¹
 - a. **If not conducting a search, Chair/Director should do the following:**
 - i. **Sign PR on Signature approval line and write “Waiver of Search” under candidate's name (PR form is accessible from the HR website at <http://hr.umbc.edu/forms/employment-forms/>).**
 - ii. **Write memo to VP for HR that includes the following:**
 - **RE line: Request for Waiver of Search**
 - **Wording like: “Due to lack of time to conduct a regular search and the fact that this candidate is uniquely suited to our needs, we request a waiver of a regular search.”**
 - **Aspects of candidate's CV supporting the above claims.**
2. Candidate's certified CV
3. Chair's/Director's recommendation to the Dean, including the following:
 - a. Title & rank
 - b. Start date & length of appointment
 - c. Salary
 - d. Start-up. Break down the start-up in separate paragraphs devoted to, as applicable, Provost-sourced funding (typically \$15,000), Dean-sourced funding (typically up to \$10,000), and Department-sourced funding. Include the following information, as applicable:
 - i. **Item, amount, source of funds, and year funding will be provided (AY18-19, AY20-21, AY XX-YY, etc.).** Items should be addressed in the following order:
 - Equipment (computer, etc.)
 - Capital equipment (any equipment ≥\$10K)
 - Personnel (GA support, etc.)
 - Other general research support (travel, professional memberships, exhibition fees, professional development, training, lab/machine time, specialized software, datasets, books, etc.)
 - Office furnishings
 - Renovations
 - Moving – use phrasing like “The Dean's Office will provide moving expenses, not to exceed \$4,000, contingent on receiving the actual receipts for the move.”²

¹ If a search waiver is being requested, there will be no Search Packet. On the PR form, the Chair/Director needs to handwrite or type “Waiver of Search” under the candidate's name in the “Names of Candidates” box (PR form is posted online under “Employment” at <http://www.umbc.edu/hr/forms.htm>).

- ii. In the paragraph devoted to Provost-sourced funding, the following sentences should appear for Tenure-Track appointments:
 - \$6,000 for research support (e.g. equipment (computer and software, travel, participant payment, etc.) These funds should be encumbered no later than FY YY [NB: YY being the first fiscal year of employment]
 - \$3,000 for participation in the Eminent Scholar Mentoring Program (\$1,500 for AY XX-YY and \$1,500 for AY YY-ZZ). [NB: XX-YY being the first fiscal year of employment and YY-ZZ being the second]
 - \$6,000 for research support will become available to be used over AY YY-ZZ or for a research stipend for the summer ZZ.
- iii. Summer support At the end of the start-up section, but in a separate paragraph, this sentence should appear for Tenure-Trach appointments:
Dr. X will be expected to submit a Summer Research Faculty Fellowship (SURFF) proposal for the summer of YY and submitted to the Office of the Vice President for Research. If a timely and appropriate proposal is approved, Dr. X will receive a fellowship stipend of \$6,000 for the summer of YY.

NOTE: In the rare instances that an appointment starts in the spring semester, incorporate language indicating that the first (probationary) year is the first full academic year and note that all subsequent deadlines, and particularly, in the case of Tenure-Track faculty, contract-renewal and promotion-and-tenure reviews, also date from the first full AY.

- e. If visa issues are applicable to candidate, include the following statement:
“[Candidate’s name]’s appointment is contingent upon her/him maintaining the appropriate visa status.”

- 4. Start-up sheet³
 - a. Blank start-up sheet is available on-line and Eva Dominguez is available to help complete it as Chairs/Directors are writing their recommendations (Eva: x5-2823, edomin2@umbc.edu).
 - b. In addition to including one copy of start-up sheet in the hiring packet for Lisa, email one copy back to Eva.
- 5. Letters of recommendation⁴
- 6. Selection justification memo⁵ (or search-waiver request, if applicable⁶) addressed to HR.

REMINDER

Chairs/Directors wishing to know status of paperwork should contact Lisa Thomas (x5-4072, lisah@umbc.edu), not the Provost’s Office or HR.

² The reason for this phrasing is that the State does not allow for up-front coverage of moving expenses, only reimbursement. If the moving costs are estimated to exceed \$4,000, Chairs/Directors should consult with their AD regarding other State and University regulations/guidelines before proceeding.

³ There is occasionally start-up for Lecturers. *There is rarely start-up for Visitors.*

⁴ Letters of recommendation are not required for Visiting appointments or in cases for which there is a search-waiver request, but may be included if available/desired.

⁵ For model, scroll down to “Sample Memo of Justification for a Faculty Position” on the HR Supervisor Toolkit website: <http://www.umbc.edu/hr/supervisortoolkit/hiring/resources.html>.

⁶ If no search is being conducted, instead of a selection justification memo, the Chair/Director needs to include in the Hiring Packet a memo requesting a search waiver. The search-waiver request memo needs to include the following:

- a. TO: Dr. Lynne Adams, Human Resources
- b. RE: Request for Waiver of Search
- c. In body of memo, sentence that reads something like: “Due to lack of time to conduct a regular search and the fact that this candidate is uniquely suited to our needs, we request a waiver of a regular search.” (If the candidate had previously been through a national search, such as for a visiting position, include this information in the search-waiver request memo.)
- d. In body of memo: Aspects of candidate’s CV supporting the claims made in sentence above.