Faculty Hiring Process and Credentialing Verification (8/12/2018)

Full Time Faculty

1. Posted job description must include minimum requirements for the position.
   a. Departments are strongly encouraged to place the minimum requirements within People Admin's disqualifying questions section as an applicant pre-screen.
   b. If minimums are below university approved minimums (See list of terminal degrees) the position job description will be reviewed by the Assistant Vice President for Education Effectiveness and Institutional Accreditation to assess minimum requirements before the position is posted.

2. Applicants submit unofficial transcripts as part of application process. [recommended but optional]

3. Search Committee reviews qualified applicants and selects candidates for interview.
   a. Those candidates are forwarded to OEI for approval before they are scheduled for an interview.

4. After the selection process is complete the final applicant will provide official transcript to the department/college for review (see 5b for ABD).
   a. Transcripts should be reviewed per the credentialing policy.
      i. https://policy.wright.edu/policy/2035-faculty-credentials
      ii. Dean or chair is responsible for confirming that credentials are relevant and appropriate to the programs in which they will teach.
      iii. Exceptions can be requested as outlined in the exception process.
      iv. Transcripts not in English must be translated into English by a verified documented source (UCIE recommended translator, faculty in specified language discipline, etc).

5. The department/college sends the official transcript, verification document, and any other required documentation to Human Resources.
   a. Chairs/Deans must attach a verification letter.
      i. Template attached or available from Associate Provost.
   b. Faculty candidates who are ABD (All But Dissertation) must submit their most current official transcript. Upon receiving their terminal degree, they must submit their final transcript within the timeline specified by the CBA.
   c. Retain a copy of information sent to HR in the candidate's personnel file.

6. Human Resources is responsible for collecting and storing original transcripts and performing background check, visual compliance and education verification.
   a. The HR education verification only ensures the transcript(s) match the institution(s) listed on the education report.
   b. The original transcripts will be filed in the faculty member's confidential personnel file.

7. Offer Letter Template is obtained from the Associate Provost's Office.
   a. Request the current template with each new hire.

8. The following must be submitted to the Provost's Office for signature:

    a. Two copies of offer letter signed by Dean
    b. Candidate's CV
    c. Copy of posting in people admin.

9. **Offer letters WILL NOT be signed by the Provost until required transcripts are received and reviewed, degree verification confirmed, and background check completed.**

Adjunct Faculty

1. Each academic year colleges who intend to hire adjuncts during that academic year must create an adjunct posting in PeopleAdmin
   a. The posting should include minimum position requirements in line with the credentialing policy.

2. To be an adjunct, you must be teaching a course for credit at the University.

3. Adjuncts must apply via PeopleAdmin
   a. Reapplication is necessary if they have not taught in 18 months.
      i. After 18 months, they become inactive in HR.
   b. If teaching in two different colleges, the individual will need to apply to each college's PeopleAdmin posting.
   c. Staff who are teaching a course must apply through the PeopleAdmin system as an adjunct.
      i. Hourly employees cannot be adjuncts, unless part of their regular job duties.
      ii. Salaried staff may not be compensated for adjunct duties using overloads.

4. A hiring proposal is created for each "new" adjunct.
   a. The semester, college, and department will need to be listed.
   b. The chairs will be required to approve the proposal.
      i. Deans will be in the approval que but can be bypassed at their request.
   c. The Associate Provost Office and HR will track all adjuncts.

5. When completing the hiring proposal the following must be done:
   a. One of two boxes will need to be checked with regards to credentialing.
      i. Hire- Credentials have been reviewed by the hiring department/college, meet the policy and all documents have been sent to HR.
      ii. Provisional hire- Credentials have been reviewed by the department/college but the documents needs to be sent to HR.

6. First time adjuncts will provide official transcript to the department/college for review. Transcripts should be reviewed per the credentialing policy.
      i. https://policy.wright.edu/policy/2035-faculty-credentials
      ii. Dean or chair is responsible for confirming that credentials are relevant and appropriate to the programs in which they will teach.
      iii. Exceptions can be requested as outlined in the exception process.
      iv. Transcripts not in English must be translated into English by a verified documented source (UCIE recommended translator, faculty in specified language discipline, etc).

7. The department/college sends the official transcript, verification document, and any other required documentation to Human Resources.
   a. Chairs/Deans must attach a verification letter.
      i. Template attached or available from Associate Provost.
   b. Retain a copy of information sent to HR in the candidate's personnel file.
   c. The original transcripts will be filed in the faculty member's confidential personnel file.

8. An offer letter **mus**t be completed every semester.
   a. The signed letter must be received by the department **BEFORE the first class period they teach**.
   b. An offer letter template can be obtained from HR or Associate Provost's Office.
      i. Departments/colleges can add language specific for their college.
      ii. No language should be removed from the template.
      iii. Highlighted sections of the template can be modified.
         1. Number of pays can be modified to match EPAF each semester.
   c. Send a signed copy of the offer letter to your HR analyst.
   d. The offer letter must contain language that the position is contingent upon an official credentialing documentation by HR and enrollment numbers.

9. The department should create an EPAF.
   a. Please include all required information to justify pay and salary on EPAF.
      i. Semester
      ii. Course(s) teaching
      iii. Credit hours
      iv. Total pay
      v. Any additional required info

10. Adjunct Transcripts
    a. Official transcripts and chair verification must be on file in HR for every adjunct.
    b. The first time an adjunct teaches at WSU, they can teach one semester without official transcripts on file.
    c. If the official transcripts and chair verification are not on file in HR by the end of their first semester teaching at WSU, the adjunct will **be ineligible** to teach at WSU until official transcript(s) and chair verification are received.
       i. Even if 18 months has passed.
    d. EPAFs for adjuncts who have received the one semester exemption but do not have official transcripts on file **will not** be approved until transcripts are received.

       [**IMPORTANT**: There will be no exceptions to this rule. An adjunct teaching in a subsequent semester without official transcripts on file will **NOT** be paid for services rendered during the period of time the university is out of compliance with HLC.]

11. HR will process the adjunct for payment when they have:
    a. Signed offer letter
    b. Verified transcripts on file
       i. First time ever adjuncts will have one semester to provide.
    c. Complete EPAF sent