

MCNEESE STATE UNIVERSITY

UNCLASSIFIED HIRING PLAN

Faculty and Non-Faculty, Non-Classified Employment

MCNEESE STATE UNIVERSITY HIRING PROCEDURES GENERAL GUIDELINES FOR UNCLASSIFIED EMPLOYMENT

Resignations New Positions

Terminations Emergency Appointments
Retirements Temporary Appointments
Filling Vacant Positions Interim Appointments

The University complies with University of Louisiana System Policy Number FS.III.II.B.C.D-1.

The complete hiring process can take up to several months from start to finish. Included in the packet are information, instructions, and forms to assist with the hiring process. Below is an <u>estimated</u> timetable that may help you to organize your own timeline.

Estimated Timeline for Hiring Process

Approval from Executive Staff (up to 10 days)
 Approval from University of Louisiana (ULS) Staff (up to 3 days)
 Selection of Committee (up to 2 weeks)

Committee/Chair completing preliminary paperwork
Advertising Process (Purchasing, Running ad, etc.)
Screening Applicants

(1 meeting and/or up to 2 weeks)
(up to 20 days)
(10 days to 1 month)

Interviewing Candidates (10 days to 2 months)Selecting Candidate (1 week)

• Completing hiring paperwork (3 to 5 days)

Submitting name to President's Office and ULS approval (6 weeks or more)

Chain of Command

- Immediate Supervisor
- Department Head/Director within a College
- Dean/Administrative Director
- Vice President/Position reporting directly to President Athletics Director, Chief Information Technology Officer (CITO), Internal Auditor
- President

Resignations/Terminations/Retirements

- Employee submits a letter of resignation or retirement and obtains approval through the chain of command as soon as the effective date of departure is known. (Immediate supervisor submits written notification and obtains approval when an employee is terminated.
- Immediate Supervisor submits a written request justifying the need to replace the individual and obtains approval through the chain of command.
- Appropriate Vice President (or President) presents request to Executive Staff for approval.
- Vice President (or President) notifies immediate Supervisor of approval in writing.
- Supervisor completes the Unclassified Position Description, Justification and Certification
 Form, Hiring Plan Form 1, as required by the ULS Staff, and submits the Unclassified Position
 Description, Justification and Certification Form, to the appropriate Vice President (or
 President) along with a (1) Justification For Position, Hiring Plan Form 2, and (2) Position
 Description, Hiring Plan Form 3.
- Vice President submits paperwork to the President's Office.
- President's Office faxes paperwork to the ULS Staff for approval.
- President's Office receives approval from the ULS Staff (up to 3 days) and sends copies to the immediate Supervisor, Vice President, and Vice President for Special Services and Equity (VPSSE).
- Supervisor begins search process once approved Unclassified Position Description, Justification and Certification Form is received.

Filling Vacant Positions

- Immediate Supervisor submits a written request justifying the need to fill a vacant position and obtains approval through the Chain of Command.
- Appropriate Vice President (or President) presents request to Executive Staff for approval.
- Vice President (or President) notifies immediate Supervisor of approval in writing.
- Supervisor completes the Unclassified Position Description, Justification and Certification
 Form, <u>Hiring Plan Form 1</u> as required by the ULS Staff, and submits the Unclassified Position
 Description, Justification and Certification Form to the appropriate Vice President (or President)
 along with a (1) Justification For Position, <u>Hiring Plan Form 2</u>, and (2) Position Description,
 Hiring Plan Form 3.
- Vice President submits paperwork to the President's Office.
- President's Office faxes paperwork to the ULS Staff for approval.
- President's Office receives approval from the ULS Staff (up to 3 days) and sends copies to the immediate Supervisor, Vice President, and VPSSE.
- Supervisor begins search process once approved Unclassified Position Description, Justification and Certification Form is received.

Emergency/Temporary/Interim Appointments

Emergency, Temporary, or Interim Hires require approval. The Supervisor should contact the VPSSE for required documentation. Emergency, Temporary, or Interim appointments are approved for a maximum period of one year. The search process to fill the position on a permanent basis should begin as soon as possible.

- Immediate Supervisor submits a written request justifying the need to appoint someone on an Emergency, Temporary, or Interim basis and obtains approval through the Chain of Command.
- Appropriate Vice President (or President) presents request to Executive Staff for approval.
- Vice President (or President) notifies immediate Supervisor of approval in writing.
- Supervisor completes the Unclassified Position Description, Justification and Certification
 Form, <u>Hiring Plan Form 1</u> as required by the ULS Staff, and submits the Unclassified Position
 Description, Justification and Certification Form to the appropriate Vice President (or President)
 along with a (1) Justification For Position, <u>Hiring Plan Form 2</u>, and (2) Position Description,
 Hiring Plan Form 3.
- Vice President submits paperwork to the President's Office.
- President's Office faxes paperwork to the ULS Staff for approval.
- President's Office receives approval from the ULS Staff (up to 3 days) and sends copies to the immediate Supervisor, Vice President, and VPSSE.
- President's Office submits name of individual to the ULS Board for approval at its next scheduled meeting. (Effective date of hire cannot begin until after Board approval – check Board meeting schedule.)
- Supervisor begins search process to fill position on a permanent basis as soon as possible. Search for permanent employee <u>MUST</u> be completed within a year of temporary hire date.

New Positions

- Immediate Supervisor submits a written request justifying the need to create a new position and obtains approval through the Chain of Command.
- Appropriate Vice President (or President) presents request to Executive Staff for approval.
- Vice President (or President) notifies immediate Supervisor of approval in writing.
- Supervisor completes the Unclassified Position Description, Justification and Certification
 Form, <u>Hiring Plan Form 1</u> as required by the ULS Staff, and submits the Unclassified Position
 Description, Justification and Certification Form to the appropriate Vice President (or President)
 along with a (1) Justification For Position, <u>Hiring Plan Form 2</u>, and (2) Position Description,
 <u>Hiring Plan Form 3</u>.
- Vice President submits paperwork to the President's Office.
- President's Office faxes paperwork to the ULS Staff for approval.
- President's Office receives approval from the ULS Staff (up to 3 days) and sends copies to the immediate Supervisor, Vice President, and VPSSE.
- Supervisor begins search process once approved Unclassified Position Description, Justification and Certification Form is received.

One – Year Appointments

One-year appointments <u>MUST NOT</u> exceed the appointed time hired. Plans for filling the position on a permanent basis should begin at least 3 months prior to the end of the 12-month appointment or as approved by Executive Staff. Follow General Guidelines for Unclassified Employment, Part-Time/Emergency/Temporary/Interim/ One-Year Appointments.

Positions approved by the Executive Staff to be filled for a one-year term may follow the University Hiring Plan process to select the best candidate. Should the position be approved to remain filled beyond the one-year term, and the University Hiring Plan process was used to select the employee, then that employee may be appointed to the position provided the person holds appropriate credentials and there is an indication of satisfactory or better job performance. The supervisor may determine it is in the best interest of the University to conduct another search. If a one-year position is filled with an appointment that did not follow the usual University Hiring Process, and the position is approved to be filled beyond the one-year period, then a search must be conducted to fill the position.

Re-Appointments for Visiting/Clinical Faculty

The Re-appointment form must be completed by department heads that are **re-appointing visiting/clinical faculty positions.** A completed **Letter of Re-Appointment**, <u>Hiring Plan Form 16R</u>, justifying appointment, must be submitted to the Vice President of Academic Affairs for approval. Academic Affairs will fax the dean a copy of the form after it has been approved. All sections of the form must be completed.

Inter-Departmental Appointments

For processing an inter-departmental employee you will need the following paperwork completed: **1)** A letter justifying appointment should be forwarded to the VPSSE for approval. **2)** A Letter of Justification, Letter of Intent to Employ, Letter of Offer/acceptance should be forwarded to the Vice President of Academic Affairs.

ALL POSITIONS

Submit Unclassified Position to the President's Office

A completed **Unclassified Position Description**, **Justification and Certification Form**, **Hiring Plan Form 1**, **Justification for Position**, **Hiring Plan Form 2**, **and Position Description**, **Hiring Plan Form 3** must be submitted to the appropriate Vice President. The Vice President will forward the form to the President's Office for approval. The form will be submitted by the President's Office to the Board of Supervisors for approval. The President's Office will fax the dean or director a copy of the form after it has been approved by the Board.

Submit Paperwork to the Vice President

The Letter of Intent to Employ, <u>Hiring Plan Form 16</u>, copy of the Board approved Unclassified Position Description, Justification and Certification Form, <u>Hiring Plan Form 1</u>, Justification for Position, <u>Hiring Plan Form 2</u>, Position Description, <u>Hiring Plan Form 3</u>, Employee Information Form, <u>Hiring Plan Form 19</u>, <u>three letters of recommendation</u>, and the <u>candidate's official transcript</u> are to be submitted to the appropriate Vice President. After the Vice President and President approve the packet, the President's Office will fax a copy of the <u>Letter of Intent to Employ</u> to the dean or director. The President's Office submits the appointment to the Board of Supervisors for approval. <u>Employees may be terminated if documentation necessary to complete the personnel file is not received</u>.

Position must be approved by Executive Staff or the President before hiring procedures begin. Effective date of employment must allow time for Board of Supervisors' approval of selected candidate. The Board approves personnel actions once a month (none in May, July, or September); material for personnel actions is due to the Board the first week of the month (unless otherwise noted) for the meeting which is held the last week of the month. January, July, November, and December may have different deadlines for submission. Check with the President's Office for these dates.

MCNEESE STATE UNIVERSITY HIRING PROCEDURES **GENERAL GUIDELINES FOR UNCLASSIFIED EMPLOYMENT**

Hiring Procedures Check List Including Emergency, Temporary, and Interim Hires*

Position Vacancy			
Department			
Hiring Committee Chairperson/ Administrator/Supervisor			n/ Phone Number
<u>EMAI</u>	<u>IL</u> ALL	HIRING PL	AN FORMS AND DOCUMENTS REQUIRING APPROVAL BY VPSSE TO: vpsse@mcneese.edu
			vpsse@mcneese.edu
Completion Dates		Chair's Initials	
	*1.	5	Supervisor of position obtains approval to fill position from President and Executive Staf
			 Supervisor initiates a written request justifying the need to fill a position and obtains approval through the Chain of Command: Immediate Supervisor Department Head/Director within a College Dean/Administrative Director Vice President/positions reporting directly to the President—Athletics Director, CITO, Internal Auditor President President/Vice President presents request to Executive Staff and notifies Supervisor of approval in writing.
	_ *2		President obtains approval to fill position from the ULS Staff. a. Supervisor completes the Unclassified Position Description, Justification and Certification Form, Hiring Plan Form 1 as required by the ULS Staff, and submits the Unclassified Position Description, Justification and Certification Form to the appropriate Vice President (or President) along with a 1) Justification For Position, Hiring Plan Form 2 2) Position Description, Hiring Plan Form 3 3. Vice President submits paperwork to the President's Office. 3. President's Office obtains Vice President for Business Affairs' signature and faxes paperwork to the ULS Staff for approval. 4. President's Office receives approval from the ULS Staff (up to 3 days) and sends copies to the immediate Supervisor, Vice President, and VPSSE. Supervisor continues with search process when approved Unclassified Position Description, Justification and Certification Form is in hand. Note: Check ULS Board meeting schedule to accurately estimate effective date of hire on UPDJC form. Effective date of hire cannot begin until after ULS Board meets and approves the individual selected for the position. Contact the President's Office if you need a current ULS Board meeting schedule.
	_ 3	<u>f</u>	Appropriate Administrator/Supervisor selects Committee and submits names to VPSSE or approval. The appropriate administrator of the unclassified position submits Search Committee

- Members, <u>Hiring Plan Form 4</u>, and the Committee Chair to the VPSSE for approval.
 - 1) The selection of the committee should reflect a broad sense of diversity.
 - 2) After approval by the VPSSE, the approved Search Committee Members will be sent to the Committee Chair.
- b. The approved **Search Committee Members** will be disseminated at the Charge Meeting.

A representative of the VPSSE must attend all search committee meetings. A representative of the VPSSE must be present at the Charge Meeting and all other subsequent committee meetings. **b.** All meetings must be confirmed with the VPSSE at least 48 hours prior to the meeting. c. All meetings must be confirmed with the VPSSE (475-5428) before contacting a candidate for an interview or arranging other search committee meetings. d. The committee chair must have all Public Notice Forms, Hiring Plan Form 5, approved **48 hours** in advance by the VPSSE prior to the meeting time. e. Public Notice Forms must be posted 24 hours prior to all meetings on the door of the meeting room only. No further action on filling the position will take place unless a Charge Meeting has been scheduled. Committee work begins. The Supervisor/Dean/Administrator will present the charge to the committee at the Charge Meeting to clarify the responsibilities of the position and the abilities, knowledge, qualifications, and preferred qualifications for filling the position. b. Applicant Recruitment Plan, Hiring Plan Form 8. The Committee Chair must submit the Job Advertisement to each University listed on the University List, Resource 1, in the Hiring Plan. List journals, if any, in which the advertisement will be published. Advertisements with salaries of \$30,000 or above require national advertisement. The **Purchasing Office** can provide information for purchasing ads. The committee should identify vendors for their specific content areas at the Charge Meeting and contact the Purchasing Office for assistance. Reference Questions, Hiring Plan Form 9, Telephone Interview Questions, Hiring Plan Form 10, and On-Campus Interview Questions, Hiring Plan Form 11 used during the interview and reference check process must be approved by the VPSSE. d. The Committee Chair submits Job Advertisements, Hiring Plan Form 6, and /or Hiring Form 7 to appropriate journals, publications, websites, etc. e. All job advertisements must be approved by the VPSSE prior to any advertising. All faculty positions will be submitted to the National Minority Faculty Identification Program, Resource 2, by the VPSSE. For approval of job advertisements posted on the MSU website, HigherEdJobs.com, and the (faculty positions only) National Minority Faculty Identification Program, Resource 2, the Committee Chair will email the advertisement to vpsse@mcneese.edu. The VPSSE will post the approved ad on the MSU website. HigherEdJobs.com, and National Minority Faculty Identification Program. The committee chair will email the approved ad to the list of universities in the hiring plan. Chair mails Acknowledgement Letter and Applicant EEO Data Form and to each applicant. The Committee Chair mails each applicant an Acknowledgement Letter, Hiring Plan Form 13 and an Applicant EEO Data Form, Hiring Plan Form 14. The Applicant EEO Data Form is returned to the Office of Special Services and Equity, Box 93248, Lake Charles, LA 70609.

7. Committee screens applicants.

- **a.** Applications and resumes should be screened by <u>all</u> committee members using <u>documented criteria</u> as stated in the position description and job qualifications.
- **b.** Transcripts should be reviewed and reference checks completed.
- c. <u>All</u> persons who have submitted an application for the position must be listed on the **Application and Flow Chart Form**, <u>Hiring Plan Form 17</u>.
- **d.** The following standard **Reference Questions**, <u>Hiring Plan Form 9</u> should be asked of all references. Other reference check questions must be approved by the VPSSE.
 - 1) How long have you known the applicant professionally?
 - 2) Would you identify some strengths and weaknesses of the applicant?
 - 3) If a position similar to this one became available in your organization, would you hire/ rehire this applicant?
 - 4) Do you have any closing remarks that you would like to make?
- e. Committees are also allowed to check references that are not listed.

8. Committee interviews qualified candidates with approved questions by VPSSE.

- a. At least three qualified applicants should be interviewed (qualified applicants based solely on documented criteria, position description, and job qualifications).
- **b.** Semi-finalist interviews can be conducted by telephone.
- c. Selection of the final candidate should occur during the on-campus interviews. MSU is not obligated to pay for travel; however, this issue should be discussed with the supervisor.
- **d.** Interviews should follow uniform procedures and committee members must ask the same questions of all candidates. Follow-up questions are allowed during the interviews.
- **e.** Questions are not to be distributed to applicants prior to the interview.
- f. The Committee chair distributes the Pre-Employment Application Form, <u>Hiring Plan Form 15</u> to the top finalist. Return the completed Pre-Employment Application Form to Smith Hall, Room 108 or mail to Human Resources, MSU, Box 91615, Lake Charles, Louisiana 70609.

*9. Chair submits recommended candidates to Supervisor.

- **a.** Names of recommended candidates, résumés, and hiring plan documents should be submitted to the Supervisor of the position.
- b. Each academic department is responsible for evaluating all <u>NEW</u> instructional faculty and staff for English language fluency, EFFECTIVE July 1, 2007, and certifying that those individuals will be permitted to teach only after demonstrating sufficient fluency in English to be understood in the classroom. If the English language fluency of an individual has been assessed as insufficient or if assessment has not occurred, the academic dean, department chairman, or designee must certify that the individual will not teach. SEE Assessment and Certification of Faculty English Proficiency Policy, Resource 3.
- c. Departments must complete the **English Fluency Certification Form for New Instructional Faculty**, **Hiring Plan Form 12**, and submit to the Vice President for Academic Affairs.
- d. This form must be completed before an offer is made to the selected tenure-track, non-tenure track, or any other new instructional faculty hired on or after July 1, 2007, the effective date of this policy.
- e. The Supervisor will select the best candidate or accept the committee's recommendation. The Supervisor is <u>NOT</u> to make an offer to the selected candidate before receiving a written approval from the President, Letter of Intent to Employ, Hiring Plan Form 16.

*10. Supervisor submits completed Hiring Packet to appropriate Vice President.

The Committee Chair forwards the completed hiring packet to the appropriate Vice President after approval. This includes:

- a. Hiring Procedures Check List with Completion Dates and Initials
- b. Copy of Unclassified Position Description, Justification & Certification Form, <u>Hiring</u>
 Plan Form 1 with Executive Staff Approval Date by VPSSE.
- c. Justification for Position, Hiring Plan Form 2
- d. Position Description, Hiring Plan Form 3
- **e.** Copy of **Advertisements**, **<u>Hiring Plan Form 6</u>**, and/or <u>Hiring Plan Form 7</u> for the position with VPSSE's approved signature
- **f.** Copy of published **Advertisement**, <u>Hiring Plan Form 6</u> from MSU, HigherEdJobs.com, National Minority Faculty Identification Program (<u>if appropriate</u>) websites
- g. English Fluency Certification Form for New Instructional Faculty, <u>Hiring Plan Form</u> 12
- h. Letter of Intent to Employ, Hiring Plan Form 16
- i. Application and Interview Flow Chart, Hiring Plan Form 17
- j. Three Letters of Recommendation
- k. Resume
- Official Transcript(s) requested from Registrar of conferring university to be sent <u>directly</u> to the MSU Office of Academic Affairs

*11. Supervisor sends Letter of Offer to Candidate.

- a. After the Vice President and President sign the Letter of Intent to Employ, <u>Hiring Plan</u> Form 16, a copy is faxed to the Dean or Director.
- b. The "immediate" Supervisor then sends a Letter of Offer, Hiring Plan Form 18 offering the position along with the Employee Information Form, Hiring Plan Form 19 to the successful candidate. Also send, if needed, a request for official transcripts and three letters of recommendation. The original signed Letter of Offer, Employee Information Form, official transcripts, and three letters of recommendation are filed in the individual's personnel file in the Office of Academic Affairs.
- **c.** After the selected candidate accepts the appointment, the President's Office submits the candidate's appointment to the Board of Supervisors for approval.

Employees may be terminated if documentation necessary to complete the personnel file is not received.

12. <u>Chair notifies unsuccessful applicants.</u>

- a. <u>After</u> the successful candidate accepts the position, the Chair of the Search Committee sends a Rejection Letter, <u>Hiring Plan Form 20</u> to all unsuccessful applicants.
- **b.** The VPSSE is notified by Academic Affairs to remove the job advertisement from the MSU, HigherEdJobs.com, and National Minority Faculty Identification Program website.

All <u>new</u> Unclassified employees must be provided with a copy of the McNeese <u>Faculty/Staff</u> <u>Handbook</u> and the McNeese <u>Diversity Awareness Policy</u>. These documents can be downloaded from the McNeese website.

http://www.mcneese.edu/faculty/handbook05/http://www.mcneese.edu/policy/diversity.php

McNEESE STATE UNIVERSITY

UNCLASSIFIED POSITION DESCRIPTION, JUSTIFICATION & CERTIFICATION FORM

Use for the following: (a) any position below dean; (b) positions in which there is less than 10% increase in salary

		TE UNIVERSIT	Υ			
ACADEMIC DEPA	ARTMENT/ADMINI	STRATIVE UNIT:				
NATURE OF REQ	UEST:	NEW		REPLACE		
		UPDATE		EMERGENO	CY/TEMPO	DRARY
TYPE OF BOOKE	ON.	MOTOLIOTION			DDOFF	OLONAL
TYPE OF POSITION						
		ADMINISTRATIVE	OFFICER		ATHLET	
POSITION CONTROL #	BUDGET PAGE/	LINE #	<u>ş</u>	STATUS		ORIGINAL BUDGETED AMOUNT
	Page	Line	9/10 MC	O 12 N	10.	
REQUESTED POS	SITION TITLE:					
						SELF-GENERATED
CURRENT OR PR	EVIOUS INCUME	 BENT:		_		
REASSIGNMENT		_				
EMPLOYE	E NAME	C	URRENT TITL	.E		PRESENT SALARY
TEACHING, PRO CONSTITUTION (A	FESSIONAL OR RTICLE X, SEC. ED) THE UNIVE	: ADMINISTRATI\ 2) AND APPROPE ERSITY'S ESTABL	VE OFFICE RIATE CIVIL LISHED HIR	ER DESIGN	NATION RULES.	Y THAT IT MEETS THE REQUIRED BY THE IN ADDITION, WE WILL D PROCEDURES AND
SIGNATURES:					DATE:	
_		PRESIDENT				
					DATE:	
_	VICE PRES	SIDENT FOR BUSI	NESS AFFAI	RS		
		OFFI	CE USE			
			OFFICE	CONTROL	#	
	EXE	CUTIVE STAFF ME	EETING NOT	TES DATED:	_	
			ITEI	M NUMBER:	_	



Board of Supervisors for the University of Louisiana System

Unclassified Position Description, Justification & Certification Form

			Control #
Institution Name	e: McNeese State University	Academic Department /Administrative Unit:	
Budget Page	e: Line #:	Current Budgeted Amt:	Status: ☐ 9/10 mo. ☐ 12 mo.
Source of Funding	g: State Federal	Restricted	☐ Grant/Contract ☐ Auxiliary
Type of Position	n: Dean Vice President ((Asso./Asst.) Provost Athl	etic Director/ Equivalent
Nature of Reques	t: New (attach explanation) Emergency/Temporary	Replace/Update (salary increase	exceeds 10% - explain below)
Justification			
*If necessary, pleas	se continue justification on another pa	age.	
Employee Name	e:		
Current Title	e:	Present Salar	y:
Requested Position		Proposed Annu Salary Rango	
Proposed Beginnin Salary		Effective Date	e:
Current or Previou Incumben			
Reassignmer /Promotion Fo			
7			
officer designation re-	quired by the Constitution (Artic	le X, Section 2) and appropriate	eaching, professional or administrative civil service rules. In addition, we will clished equal employment opportunity
Approved By:	Dean/Director		Date:
;	Vice President		Date:
į	President		Date:
	For	SYSTEM OFFICE USE	
Approved By	y:	System Au	uthority Date

McNeese State University JUSTIFICATION FOR POSITION

(Title of Position)
(Title of Department)

With the resignation of (Name of Employee), the (Title of Position) position is Vacant. (Reason for filling or creating this position)

A person is needed to fill this position that can: (List Responsibilities)

This is a *(Length of appointment)*-month position.

McNeese State University POSITION DESCRIPTION – JOB DUTIES

Full-time Faculty (Title of College) (Title of Department) (Title of Position)

I. Teaching

The primary duty of all faculty members is effective classroom teaching. Faculty members holding the terminal degree teach 12 hours per semester; faculty members holding the master's level degree teach 15 hours per semester. Full-time faculty members are expected to schedule at least ten office hours each week of a regular semester and at least eight office hours each week of a summer session, at various times during the day, including afternoons. (Hours should be scheduled throughout the week in order to best meet students' needs.) Duties may also include teaching general education courses, writing-enriched courses (as part of the University's Write-to-Excellence Initiative —writing-across-the-curriculum), Freshman Foundations, and delivering university-directed assessment to support program and institutional improvement.

II. Research and Productive Scholarship

- A. Publication or presentation in an appropriate professional setting
- B. Professional recognition and involvement in one's discipline outside of the college
- C. Participation or attendance at professional development activities
- D. Scholarly activity appropriate to the discipline
- E. Professional activity which enhances teaching or other aspects of the educational/teaching mission of the college and contributes to the discipline

III. University and Community Services

- A. Academic advising and providing student assistance with degree/curricula/career options
- B. Committee work (department, college and university)
- C. Assigned duties

IV. Academic Affairs

- A. Participate in commencement ceremonies each semester
- B. Submit/verify information for Workload Schedule as requested
- C. Foster collegial relationships and respect for faculty, staff, and students
- D. Observe and comply with state and institutional policies and procedures

The McNeese Faculty/Staff Handbook serves as one guideline for policies and procedures. (Faculty are expected to support institutional commitment to academics, student success, fiscal responsibility and community partnerships.)

McNeese State University SEARCH COMMITTEE MEMBERS (Title of Position) (Title of Department)

The Search Committee reflects the diversity commitment of McNeese State University. The selection of the committee members reflects a broad sense of diversity.

The following is a list of c	committee members	for the	above	position:
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Rosemary Gr Division of S	ray, Ed. D. Vice President pecial Services and Equity			
Approved:	(Requires approval from VI	PSSE)		
Nam	e of Member e of Member			
	e of Member e of Member			

PUBLIC NOTICE

March 21, 2005

(Date notice created)

The Search Committee for Department Head, Teacher Education

(Title of Position and Department of Search Committee - NO ABBREVIATIONS)

Will Meet
Wednesday, March 23, 2005 (Date of meeting)
Farrar Room 100 (Location of meeting)
10:00 A.M. (Time of meeting)

AGENDA Charge Meeting (Purpose for meeting)

(ALL PUBLIC NOTICES OF MEETINGS MUST INCLUDE THE AA/IRCA/IFC/ULS/ADA STATEMENTS)

McNeese State University is an AA/EEO/ADA employer committed to excellence through diversity.

The Immigration Reform and Control Act of 1986 requires McNeese State University to inform applicants that the University can employ only U.S. citizens and aliens lawfully authorized to work in the U.S. Each new employee is required to present documentation verifying his/her identity and right to accept employment.

McNeese State University is a member of the University of Louisiana System. Under Louisiana law, applications and all supporting materials will become public record. An executive session pursuant to La. Rev. Stat. 42:6.1(A) may be required.

Persons needing reasonable accommodations as provided by the Americans with Disabilities Act should contact the Office of the ADA Coordinator: Voice: (337) 475-5428; TDD/TTY, Hearing Impaired: (337) 562-4227; Fax: (337) 475-5960; or adacoordinator@mcneese.edu.

Instructional Faculty Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees, an official comprehensive course-by-course report and U.S. Equivalency Statement, from World Education Services. The official Credential Evaluation Report and U.S. Equivalency Statement must be submitted directly to the Office of Academic Affairs, Box 93220, Lake Charles, LA 70609; (337)475-5508. Simple translation of the language on foreign diplomas, transcripts, coursework, or similar will NOT suffice and will cause the application packet to be judged as incomplete.

PUBLIC NOTICE

Approved:	(Requires approval from VPSSE)			
Posomary G	ray Ed D Vice President			
•	ray, Ed. D. Vice President			
Division of S	pecial Services and Equity			
Date:	-			

PUBLIC NOTICE

March 21, 2005

(Date notice created)

(Time of meeting)

The Search Committee for Assistant Director, Purchasing

Will Meet Wednesday, March 23, 2005 **Burton Business Center Room 129** 10:00 A.M.

(Date of meeting)

(Location of meeting)

AGENDA Charge Meeting (Purpose for meeting)

(ALL PUBLIC NOTICES OF MEETINGS MUST INCLUDE THE AA/IRCA/IFC/ULS/ADA STATEMENTS)

McNeese State University is an Affirmative Action/Equal Employment Opportunity/Americans with Disabilities Act employer committed to excellence through diversity.

The Immigration Reform and Control Act of 1986 requires McNeese State University to inform applicants that the University can employ only U.S. citizens and aliens lawfully authorized to work in the U.S. Each new employee is required to present documentation verifying his/her identity and right to accept employment.

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PUBLIC NOTICE

Approved:	(Requires approval from	VPSSE)
		_
	ray, Ed. D. Vice President pecial Services and Equity	
Date:		_

(A COPY OF THE PUBLISHED ADVERTISEMENT MUST BE INCLUDED IN YOUR HIRING PACKET)

McNeese State University (Title of Position) (Title of Department)

McNeese State University invites qualified applicants and nominations for the position of (*Title of Position* – <u>faculty positions must state rank</u>) in the Department of (*Title of Department*). This is a (type of employment – full-time or emergency/temporary) (length of employment – 9, 10, or 12) –month, unclassified, (tenure/non-tenure-track – faculty positions must state tenure status) position. The appointment begins (Beginning Date).

Position Description and Responsibilities: The (*Title of Position*) is responsible for functions related to (*List job functions*). The (*Title of Position*) will work closely with (*List colleagues and populations to be served by that position*).

Qualifications: Required: (List degree, knowledge, experience, and specific skills required). Preferred: (List degree, knowledge, experience, and specific skills preferred).

Salary: (List the salary or salary range)

Deadline: (Date for receipt of application) or Review of applications will begin (immediately or date), and will continue until position is filled.

Application Materials and Contact: Applicants should submit a (List the items to be submitted: Letter of Application, Resume, References [name, phone number, and e-mail address of at least three], Unofficial/Official Transcripts) for the application process. Please submit the required documents to the following:

(ALL ADS MUST INCLUDE THE AA/IRCA/IFC/ULS/ADA STATEMENTS AT END OF JOB ANNOUNCEMENTS)

McNeese State University, located in Lake Charles, Louisiana, is a public university and a member of the University of Louisiana System. Under Louisiana law, applications and all supporting materials will become public record. All applicants are expected to submit complete and accurate materials as specified in the position announcement. A background check and an English Proficiency assessment will be conducted on selected finalists. We comply with Louisiana Revised Statute 49:1001, et seq, and State of Louisiana Executive Order 98-38, which provides for drug testing of employees, appointees, prospective employees, and prospective appointees. Prospective employees and employees are informed if a drug test is required.

McNeese State University is an AA/EEO/ADA employer committed to excellence through diversity.

The Immigration Reform and Control Act of 1986 requires McNeese State University to inform applicants that the University can employ only U.S. citizens and aliens lawfully authorized to work in the U.S. Each new employee is required to present documentation verifying his/her identity and right to accept employment.

McNeese State University is a member of the University of Louisiana System. Under Louisiana law, applications and all supporting materials will become public record. An executive session pursuant to La. Rev. Stat. 42:6.1(A) may be required.

Persons needing reasonable accommodations as provided by the Americans with Disabilities Act should contact the Office of the ADA Coordinator: Voice: (337) 475-5428; TDD/TTY, Hearing Impaired: (337) 562-4227; Fax: (337) 475-5960; or adacoordinator@mcneese.edu.

Hiring Plan Form 6

Instructional Faculty Candidates with foreign degrees must provide <u>official</u> certification of equivalency to U.S. degrees, an official comprehensive course-by-course report and U.S. Equivalency Statement, from World Education Services. The official Credential Evaluation Report and U.S. Equivalency Statement must be submitted directly to the Office of Academic Affairs, Box 93220, Lake Charles, LA 70609; (337)475-5508. Simple translation of the language on foreign diplomas, transcripts, coursework, or similar will NOT suffice and will cause the application packet to be judged as incomplete.

Approved:	(Requires approval from VPSS	E)
	ray, Ed. D. Vice President pecial Services and Equity	
Date:		

(A COPY OF THE PUBLISHED ADVERTISEMENT MUST BE INCLUDED IN YOUR HIRING PACKET)

McNeese State University (Title of Position) (Title of Department)

McNeese State University invites qualified applicants and nominations for the position of *(Title of Position)* in the Department of *(Title of Department)*. This is a *(type of employment – full-time or emergency/temporary) (length of employment – 9, 10, or 12)* –month, unclassified position. The appointment begins *(Beginning Date)*.

Position Description and Responsibilities: The *(Title of Position)* is responsible for functions related to *(List job functions)*. The **(Title of Position)** will work closely with **(List colleagues and populations to be served by that position)**.

Qualifications: Required: (List degree, knowledge, experience, and specific skills required). Preferred: (List degree, knowledge, experience, and specific skills preferred).

Salary: (List the salary or salary range)

Deadline: (Date for receipt of application) or Review of applications will begin (immediately or date), and will continue until position is filled.

Application Materials and Contact: Applicants should submit a (List the items to be submitted: Letter of Application, Resume, References [name, phone number, and e-mail address of at least three], Unofficial/Official Transcripts) for the application process. Please submit the required documents to the following:

(Name of Committee Chair, Title)
(University Box Number)
(City, State, and Zip Code)
(University Telephone Number and Extension)
(Office Fax Number)
(E-mail of Contact Person)

(ALL ADS MUST INCLUDE THE AA/IRCA/IFC/ULS/ADA STATEMENTS AT END OF JOB ANNOUNCEMENTS)

McNeese State University, located in Lake Charles, Louisiana, is a public university and a member of the University of Louisiana System. Under Louisiana law, applications and all supporting materials will become public record. All applicants are expected to submit complete and accurate materials as specified in the position announcement. A background check and an English Proficiency assessment will be conducted on selected finalists. We comply with Louisiana Revised Statute 49:1001, et seq, and State of Louisiana Executive Order 98-38, which provides for drug testing of employees, appointees, prospective employees, and prospective appointees. Prospective employees and employees are informed if a drug test is required.

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McNeese State University is a member of the University of Louisiana System. Under Louisiana law, applications and all supporting materials will become public record. An executive session pursuant to La. Rev. Stat. 42:6.1(A) may be required.

Persons needing reasonable accommodations as provided by the Americans with Disabilities Act should contact the Office of the ADA Coordinator: Voice: (337) 475-5428; TDD/TTY, Hearing Impaired: (337) 562-4227; Fax: (337) 475-5960; or adacoordinator@mcneese.edu.

Approved: (Requires approval from VPSSE)

Hiring	Plan	Form	6

Rosemary Gray, Ed. D. Vice President Division of Special Services and Equity Date:

McNeese State University

McNeese State University invites qualified applicants and nominations for the position of (*Title of Position*). For a detailed job description and application process visit http://www.mcneese.edu/hr or contact: (*Telephone Number of Contact Person*).

McNeese State University is an AA/EEO/ADA employer committed to excellence through diversity.

		- 19 -	Revised Au
Date:		-	
Rosemary Gr Division of S	ay, Ed. D. Vice President pecial Services and Equity	-	
Approved:	(Requires approval from	VPSSE)	

McNeese State University APPLICANT RECRUITMENT PLAN

(Title of Position) (Title of Department)

- Advertise on/in:
 - MSU website
 - HigherEdJobs.com
 - The National Minority Faculty Identification Program (faculty positions only)
 - Journal or Newspaper (List only if ad is placed in a journal or newspaper.)
- 2. The Search Committee reflects the diversity commitment of McNeese State University. (Please list names of persons on committee.) *Example: Name of Member, Name of Member, Name of Member, Name of Member, Name of Member.*
- 3. Personal letters to Department Heads in discipline with high minority enrollments or to minority faculty and staff requesting assistance with recruitment.
- 4. Job announcement sent to universities from the advertisement list on pages 19 and 20 (Resource 1) from the hiring plan.

Approved:	(Requires approval from VPSSE)	
	y, Ed. D. Vice President ecial Services and Equity	

University List

Advertisements must be mailed, e-mailed, or faxed to each of the following agencies by the committee chair or a designated committee member. You can also send to other agencies you deem necessary. However, prior approval from VPSSE is required.

University of Arkansas Career Development Center Arkansas Union 607 Fayetteville, AR 72701 Phone: 479-575-2805 Fax: 479-575-6742 career@uark.edu	Morehouse College Post Baccalaureate Career Services 830 Westview Drive, SW Atlanta, GA 30314 Phone: 404-681-2800 (Ext. 2862) pbowers@morehouse.edu
University of Florida Career Resource Center PO Box 118507 Gainesville, FL 32611 Phone: 352-392-1601 Fax: 352-392-3810 CRCJobPostings@crc.ufl.edu	University of Mississippi Career Center 303 Martindale University, MS 38677 Phone: 662-915-7174 Fax: 662-915-7759 mark@career.olemiss.edu
Mississippi State University Career Center P.O. Box P Mississippi State, MS 39762 Phone: 662-325-3344 Fax: 662-325-7975 career@career.msstate.edu	Alcorn State University Office of Placement Services 1000 ASU Drive 540 Alcorn, MS 39096 Phone: 601-877-6325 Fax: 601-877-6324 careers@alcorn.edu
Oklahoma State University Career Services 360 Student Union Stillwater, OK 74078 Phone: 405-744-5253 Fax: 405-744-9954 careers@okstate.edu	Baylor University Career Services PO Box 97036 Waco, TX 76798 Phone: 254-710-3771 Fax: 254-710-3770 career_services@baylor.edu
University of Oklahoma Career Services 900 Asp OMU Suite 323 Norman, OK 73019 Phone: 405-325-1974 Fax: 325-3402 cs@ou.edu	Dillard University Career Services and Educational Enhancement Options 2601 Gentilly Blvd. New Orleans, LA 70122 Phone: 504-816-4685 Fax: 504-816-4846 dlee@dillard.edu

Texas A & M University – Commerce Louisiana Tech University Career Services Career Center Keeny Hall 337 P O Box 3011 Commerce, TX 75429 Ruston, LA 71272 Phone: 903-886-5110 Phone: 318-257-4336 Fax: 903-886-5015 Fax: 318-257-4750 Tina Boitnott@tamu-commerce.edu careercenter@latech.edu Florida State University Louisiana State University Career Center **Career Services** 4100 A. University Center 1502 CEBA Tallahassee, FL 32306-2490 Baton Rouge, LA 70803 Phone: 850-644-6431 Phone: 225-578-2162 Fax: 850-644-3273 Fax: 225-578-3076 reception@admin.fsu.edu jobsfortigers@lsu.edu Northwestern State University University of Louisiana – Lafavette Counseling and Career Services Career Services P.O. Box 41730 Student Union Room 305 Lafayette, LA 70504-1730 Natchitoches, LA 71497 Phone: 337-262-5300 Phone: 318-357-5621 Fax: 337-262-5296 Fax: 318-357-5690 careerservices@louisiana.edu labomt@nsula.edu Southern University Texas Woman's University Career Services **Career Services** PO Box 9246 PO Box 425619 Baton Rouge, LA 70813 Denton, TX 76204-5619 Phone: 225-771-2200 Phone: 940-898-2950 Fax: 225-771-3272 Fax: 940-898-2956 careers@twu.edu julie_wessinger@cxs.subr.edu Texas A & M University Texas Southern University Career Center Dir. Coop. Education & Placement Svs. John J. Koldus Building, Suite 209 3100 Cleburne Avenue 1233 TAMU Houston, TX 77004 College Station, TX 77843-1233 Phone: 713-313-7142 Phone: 979-845-5139 Fax: 713-313-7155 Fax: 979-845-2979 clack he@tsu.edu advisor@cctr.tamu.edu University of Louisiana – Monroe **Grambling State University** Career Planning and Placement **Career Services** PO Drawer 1178 Harris Hall, North Wing Grambling, LA 71245-1178 Monroe, LA 71209 Phone: 318-274-3828 Phone: 318-342-5338 Fax: 318-274-3357 Fax: 318-342-1975 willisa@gram.edu careerconnections@ulm.edu

Teaching Faculty Resource National Minority Faculty Identification Program

McNeese State University is now a member of the National Minority Faculty Identification Program. This database can be used in two ways:

- 1. Job Postings
- 2. Searching Candidate Database

Faculty positions will be posted by the Office of Special Services and Equity.

WE ARE VERY INTERESTED IN KEEPING TRACK OF SUCCESSFUL PLACEMENTS FROM THIS PROGRAM. PLEASE NOTIFY vpsse@mcneese.edu IF YOU HIRE SOMEONE FROM THIS PROGRAM.

Thank you again for your participation in this program and best wishes with your recruitment efforts!

McNeese State University REFERENCE QUESTIONS

(Title of Position) (Title of Department)

The following standard questions should be asked of all references. Other reference check questions must be approved by the VPSSE.

SAMPLE SUGGESTIONS:

- 1. How long have you known the applicant professionally?
- 2. Would you identify some strengths and weaknesses of the applicant?
- 3. If a position similar to this one became available in your organization, would you hire/ rehire this applicant?
- 4. Do you have any closing remarks that you would like to make?

Approved:	(Requires approval from VPSSE)			
Rosemary G Division of S	ray, Ed. D. Vice President Special Services and Equity			
Date:				
		- 23 -		

McNeese State University TELEPHONE INTERVIEW QUESTIONS

(Title of Position) (Title of Department)

SAMPLE SUGGESTIONS:

1. What experience or training have you had that qualifies you for this particular position? Questions 2 – 11 are Search Committee choice.
12. Do you have any questions for the search committee?
13. Do you have any additional information that you would like to share with the search committee?
NOTE: Telephone Interview Questions <u>must be different</u> from On-Campus Interview Questions.

McNeese State University ON-CAMPUS INTERVIEW QUESTIONS

(Title of Position) (Title of Department)

SAMPLE SUGGESTIONS:

<u> </u>
 What experience or training have you had that qualifies you for this particular position? Questions 2 – 11 are Search Committee choice. Do you have any questions for the search committee? Do you have any additional information that you would like to share with the search committee?
NOTE: On-Campus Interview Questions <u>must be different</u> from Telephone Interview Questions.

Approved:	(Requires approval from	VPSSE)
	ray, Ed. D. Vice President pecial Services and Equity	_
Date:		

McNeese State University ASSESSMENT AND CERTIFICATION OF FACULTY ENGLISH PROFICIENCY POLICY June 13, 2007

I. Assessment and Certification of Faculty English Proficiency

This policy establishes the responsibility of McNeese State University to assess and certify faculty English proficiency. This policy applies to all full-time and part-time instructional personnel, including graduate assistants, employed by the university and who teach undergraduate and graduate level courses.

In compliance with the Board of Regents policy pursuant to mandates in Act 745 of the 1991 Session of the Louisiana Legislature and the University of Louisiana System policy FSIII.I.C-1, the university is responsible for certifying to the System office certification of English proficiency of all new instructional faculty who were hired on or after July 1, 2007.

II. Definitions Related to Assessment and Certification of Faculty English Proficiency Policy

"Faculty" shall mean all full-time and part-time instructional personnel, but including graduate assistants, employed by the university and who teach undergraduate and graduate level courses.

"Instruction (al)" shall mean the delivery of pedagogical content required of course fulfillment, not including: foreign language courses designed to be taught primarily in a foreign language.

III. Policy

Each academic department is responsible for evaluating their instructional faculty and staff for English language fluency and certifying that those individuals will be permitted to teach only after demonstrating sufficient fluency in English to be understood in the classroom.

Full-time, part-time, and visiting faculty; teaching graduate assistants; instructional staff; and other academic employees who are non-native speakers of English must be evaluated by two personal interviews, one conducted by the academic dean or the department chairperson and the other by a senior member of the faculty. Each academic department may determine individual guidelines for conducting such interviews or whether further assessment by professional presentations is necessary in making the determination. An assessment of a written essay may be included as part of the evaluation in addition to oral assessment.

Certification that a new instructional faculty member, teaching graduate assistant, or other academic employee is sufficiently fluent in English to teach, or that teaching will be limited to courses in which the primary language of instruction is not English, must be made at the

time of hire, before the individual teaches a class, by either the academic dean, department chairperson, or designee. If the English language fluency of an individual has been assessed as insufficient or if assessment has not occurred, the academic dean, department chairman, or designee must certify that the individual will not teach. See Form 6-1-07, *McNeese State University English Fluency Certification Form for New Instructional Faculty*, which follows this policy.

Annually, by September 1 of each year, McNeese State University will file a statement of certification with the University of Louisiana System Office indicating that all individuals who teach and who were hired since the effective date of the University of Louisiana System policy FS-III.I.C-1, or hired subsequent to the last annual certification, are fluent in the English language.

Exempt from certification to the System office are individuals who teach foreign language courses or courses designed to be taught predominately in a foreign language.

IV. Policy References:

Act 751 of the 1991 Regular Session Board of Regents Policy University of Louisiana System Policy FS-III.I.C-1

Hiring Plan Form 12

McNeese State University

Faculty

English Fluency Certification Form for New Instructional Faculty

Signed form must be submitted with the <u>Letter of Intent to Employ</u>



Appointee Information

Name:								
Department:								
College:								
Appointment: □Tenure Track □Non-Tenure	Track Usiting Lecturer Part-Time							
□Other								
Starting Semester:								
 I/We have personally interviewed the appoin Mastery of English is adequate for effecti teaching. 	ntee and certify that the appointee's ve communication with the students he/she will be							
□ Criteria used in addition to personal interview	w (s):							
□ I/We certify that the above appointee is exem of Act 754 of the 1991 Legislature concern Faculty English Proficiency because:								
☐ The candidate will not be assign	gned instructional responsibilities.							
The candidate will be assigned instructional responsibilities only in courses in which the primary language of instruction is not English.								
Signed:								
Department Chair/Program Head	Name (please print)							
Department	Date							
Signed:								
Dean Name (please print)								

(Must Print on Department Letterhead)

(Date)

(Name and Address of Applicant)

Dear (*Name of Applicant*):

Your application for the position of *(Title of Position)* has been received. We appreciate your interest in McNeese State University and our department. You can visit McNeese State University's website at http://www.mcneese.edu/ for information about the University, our department, our programs, and the community.

Information regarding security on campus is available in compliance with the Campus Security Act at the McNeese State University Police Department at (337) 475-5711 or http://www.mcneese.edu/police/.

We want you to be aware that, in compliance with the Immigration Reform and Control Act, McNeese State University hires only United States citizens, resident aliens, and non-resident aliens who are authorized to work. New employees will be required to present documents which verify identity and eligibility.

The University is required to maintain records, for affirmative action purposes only, on applicants for all positions. We request that you complete and return the enclosed **Applicant EEO Data Form**. The completion of this form is voluntary on the part of the applicant.

We plan to conclude the search as soon as possible and will notify you of the status of your application at a later date. If you should have any questions about the application process, please contact me at (*email address*).

Sincerely,

(*Name of Chair*)
Search Committee Chair

McNeese State University

APPLICANT EEO DATA FORM

Voluntary Applicant Information

The completion of this form is voluntary. The information requested below will be used only for affirmative action reporting and analysis. Please complete and return this form to the **Vice President for Special Services and Equity, McNeese State University, Box 93248, Lake Charles, LA 70609**.

POSI	TION	TIT	LE:							DEPA	\RTN	MENT:							
Please F	Print/	Тур	е:																
Current	Date	:					Da	ite of Bir	th:					Se	x :	Male	O 1	Female	
Name:												F: .							
Address	Last s (Cu		· _	lumbei		Stree	et		City			First			Stat	e		Zip C	Code
Highest	Deg	ree l	Earn	ed:															
Ethnic C	rigin:																		
	J		anic	or La	itino?	Ch	eck One												
				othe	r Spa			oerson o r origin, i ino					Puerto	Rica	n, So	uth or	Centra	l Ameri	can, or
Race Ca	ategoi	ries:																	
Wha	at is y	our	race	?	Check	one o	r more ra	aces to in	dica	te wha	at yo	u consid	der yo	urself	to be.				
			Ame	and S		Ameri		Native uding Ce		-		_	_		-	_		-	of North nmunity
	Asian A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.																		
								A pe or "Negr			_	_	•				•		
		 Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American." Native Hawaiian or Other Pacific Islander																	
			Whi	te Africa		son ha	aving ori	gins in a	any (of the	orig	jinal pe	oples	of E	urope,	the M	liddle E	ast, or	North
			Oth	er	If you	check	other,	also indi	cate	race	on	followir	ng line	e:					
				Race	•														

Are you a U.S. citizen? (C	heck one.)			
U.S. Citizen				
Resident Alien				
Non-Resident Ali	en			
If not U.S. Citizen, country	ry of citizenship			
Also, country of residence	e if different			
Are you a veteran?	Yes	○No		
If yes, please check of	one of the follow	ing:		
Special Disabled	Veteran			
Vietnam-era Vete	eran			
Other Eligible Ve	teran			
From what sources(s) did	l you learn abo	ut this vacancy?		
	Jniversity Websi	te		
HigherEdJobs.co	<u>om</u>			
☐ Newspaper	(Specify.)			
☐ Other	(Specify.)			
Signature of Applicant:			Date:	

Under Louisiana law, applications and all supporting materials will become public record. An executive session pursuant to La. Rev. Stat. 42:6.1(A) may be required. The Immigration Reform and Control Act of 1986 requires McNeese State University to inform applicants that McNeese State University can employ only U.S.citizens and aliens lawfully authorized to work in the U.S. Each new employee is required to present documentation verifying his/her identity and right to accept employment. Persons needing reasonable accommodations should contact the Vice President for Special Services and Equity at Box 93248; Telephone: Voice (337) 475-5428; Hearing Impaired (TDD)(337) 475-5722; Fax (337) 475-5960.



For Office Use Only Requested by: Human Resources
Extension:

PRE-EMPLOYMENT APPLICATION

<u>ALL APPLICANTS FOR EMPLOYMENT</u>: Faculty, Visiting Lecturers, Administrative and Professional, Classified, Unclassified, Full-Time, Part-Time, Teaching Graduate Assistants.

TO BE CONSIDERED FOR FINAL SELECTION, THIS FORM MUST BE COMPLETED IN FULL AND RETURNED TO:

OFFICE OF HUMAN RESOURCES 110 SMITH HALL BOX 91615 LAKE CHARLES, LA 70609 Fax 337-475-5104

The pre-employment application is a required component of the background investigation that is used to identify prior criminal convictions and to confirm the candidate's employment qualifications, credentials (for some candidates, e.g. Faculty/Administrators), and public office status.

A driver's license check is conducted in case the candidate may be required to drive a university vehicle and applies to all employees at the university to include regular, temporary, faculty, student, etc. All candidates for employment and all full-time and part-time employees are required to notify the university if their driver's license status changes or, alternatively, and are required to show proof of having a valid license at the time they actually use a university vehicle.

All individuals hired, reassigned, or promoted into a Safety-Sensitive or Security-Sensitive position will be required to satisfactorily complete a background investigation. For information regarding Safety-Sensitive or Security-Sensitive positions, refer to the Human Resources website http://www.mcneese.edu/hr/.

Please Print Information.

First Name Last Name		Mid	ddle Name	Maiden Name			
Current Street Address and/or F	P.O. Box						
City	State	Zip Code	Parish/County	Country			
Home Phone	Work Phone		Cell Phone				
Social Security Number	Date of Birth						
Driver's License Number							
POSITION FOR WHICH APPLYIN	IG:	D	DEPARTMENT:				
YES NO Are you currently holding or running for an elective public office? YES NO Have you ever been convicted of a felony? YES NO Have you ever been fired from a job or resigned to avoid dismissal?							

List your address history up to the past seven (7) years: Complete the following information as accurately as possible. Please Print Date From: Date To: Street Address and/or P.O. Box City State Zip Code Parish/County Country Date From: Date To: Street Address and/or P.O. Box City State Zip Code Parish/County Country Date From: Date To: Street Address and/or P.O. Box Citv State Zip Code Parish/County Country Date From: Date To: Street Address and/or P.O. Box State City Zip Code Parish/County Country Date From: Date To: Street Address and/or P.O. Box Zip Code City State Parish/County Country Date From: Date To: Street Address and/or P.O. Box City State Zip Code Parish/County Country Date From: Date To: Street Address and/or P.O. Box City State Zip Code Parish/County Country I HAVE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION: All regular full-time and part-time positions being filled atMcNeeseStateUniversitywill reguire a Criminal History Investigation and an Employment History Investigation. All potential employees atMcNeeseStateUniversityare expected to have clear background records prior to finalizing hiring. We comply with Louisiana Revised Statute 49:1001, et seg, and State of Louisiana Executive Order 98-38, which provides for drug testing of employees, appointees, prospective employees, and prospective appointees. Prospective employees and employees are informed if a drug test is required. AUTHORITY TO RELEASE INFORMATION: I consent to the release of information concerning my capacity and/or all aspects of prior job performance and/or other background information by employers, educational institutions, law enforcement agencies, and other individuals and agencies to duly accredited investigators, personnel technicians, and other authorized employees of the state government for the purpose of determining my eligibility and suitability for employment. I am fully qualified and know of nothing which would hinder me from completely performing the job in question I certify that all statements made on the application and any attached papers are true and complete to the best of my knowledge. I understand that information on the application may be subject to investigation and verification and that any misrepresentation or material omission may cause my application to be rejected, my name to be removed from the eligible list and/or subject me to dismissal from service. NOTE: In no case can the employee begin working prior to receipt of the investigation results. Refusal to sign this authorization will remove the individual from consideration of employment at McNeese State University

Date:

Signature of Applicant:

McNeese State University LETTER OF INTENT TO EMPLOY

4205 Ryan Street Lake Charles, LA 70609 AA/EEO/ADA

TO:	VICE PRESIDENT			
FROM:				
DATE:				
NOTE: La	etter of Intent to Employ mus	et be completed and signed per he position described. I have the	orior to extending an offe enclosed an Application Fo	orm, three letters of recommendation,
Employee	s may be terminated if docur	nentation necessary to comp	plete the personnel file is	not received.
NAME:	First Middle	S \$ Last	S#	APPT. DATE:
RANK:				
	SITION IS: New			
	Part-Time	· % Full-Time	9- Month	12-Month
			<u></u>	
	SITION WILL REPLACE:			
THIS PO	SITION IS TEMPORARY F	OR: One-Year	Less Than	One-Year
	orary appointments (Interim, Ast be followed before the 12-n		e hiring procedures for f	illing this position on a permanent
DEPAR	TMENT:	В	UDGET PAGE #	BUDGET LINE #
EDUCAT	ION:			
	ree/Date Awarded	<u>Major</u>		<u>Institution</u>
				
DEGREE I	DESIGNATIONS (BUDGETAR	Y PURPOSES)		
Bachelor	Master's	Master's + Hours	ABD Ph.D.	
Applicant	has at least 18 graduate hours	of course work in this field	YES	NO
	OF FULL-TIME IG (Exclude G.A.)		R PROFESSIONAL ENCE	TOTAL YEARS EXPERIENCE
SALARY	:			
COMME	NTS:			
APPROV	ED:			
	Department Head	Date	Dean or Directo	or Date
	Vice President	Date	President	

McNeese State University LETTER OF RE-APPOINTMENT

Visiting/Clinical		Academic Year						
NAME: First Middle	Last	MSU ID:	APPT DATE:					
RANK:		HIGHEST DEGREE:						
COLLEGE:		DEPARTMENT: _						
THIS POSITION IS TEMPORARY FOR:	One Semester	One	Year					
POSITION #	BUDGET PAGE #		BUDGET LINE #					
JUSTIFICATION:								
SALARY:								
Appointee Signature		Date						
Department Head		Date						
Dean		Date						
Vice President		Date						
President		Date						

McNeese State University APPLICATION AND INTERVIEW FLOW CHART Full Time, Part Time, and Visiting Lecturers

Full-Time, Part-Time, and Visiting Lecturers (One Flow Chart for <u>Each</u> Position) (Please Type or Print)

POSITION TIT	'LE:	DEPARTMENT:								
POSITION NU	MBER:	DEPARTMENT NUMBER:								
Date Application Received	List All Applicants (someone who applied for the position and did not later express unwillingness to take position) (Last, First, Middle)	Rejected (did not meet minimum qualifications) Yes/No	Contacted/ Failed to Respond Yes/No	Declined Interview Yes/No	In House Test – If Required Pass/Fail	Interviewed T = Telephone C = Campus	Declined Job Offer Yes/No	*Reason for Non-Selection or Hired (Select Number)		
*NON-SELECT REASONS: (Use all that ap	(4) Unsatisfactory references (5) Withdrew application	on (6) Proficiencies	s not as strong as s	selected candidate	e (7) Lack of inter	est in job (8) Interpe	cks minimum re ersonal and com	quirements munication skills not		
Committee Chair		Date								
De	partment Head/Director	Date								
Dean/Administrator		Date	0	ffice of Spec	e President ial Services a			Date		

is

(Must Print on Department Letterhead)

LETTER OF OFFER

(Date)	
Name and Address of Selected Candidate)	
Dear (Name of Selected Candidate):	
am pleased to offer you the position of <i>(Title of Position)</i> in the Department of <i>(Name of Department)</i> at McNeese State University effective <i>(Date)</i> . The <i>(Fiscal or Academic)</i> year salary for this position is \$ <i>(Salary)</i> . This appointmentable to the approval of the University of Louisiana System Board of Supervisors.	ent
Please signify your acceptance of this offer by signing, dating, and returning the original of this letter.	
Sincerely,	
Name and Title of Supervisor)	
Signature Date	_
Signature Date	

McNeese State University 4205 Ryan Street Lake Charles, LA 70609

EMPLOYEE INFORMATION FORM

McNeese State University assures equal opportunity for all qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disabilities, marital status, or veteran's status.

Complete in detail. Return with hiring notice or Letter of Offer.

1. Name: [
(Print) L	ast	First	Middle	Social Security	Number		
2. Address	s (Current):						
	Number	Street	City	State	Zip Code		
Home T	elephone ()	-	Business Telephone () -			
3. Date of	Birth: /	1					
4. Sex: (Male Female						
5. Are you	a U.S. Citizen? Ched	ck One					
☐ Ye	es, U.S. Citizen						
☐ No	o, Resident Alien						
	o, Non-Resident Alien						
If not U	.S. Citizen, country of cit	izenship			_		
Also, co	ountry of residence if diffe	erent					
6. Ethnic C	Origin: There are two cate	egories of federal rep	orting requirements on ethnicity	<i>1</i> .			
Are yo	u Hispanic or Latino?	Check One					
Yes, Hispanic or Latino A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.							
	No, Non-Hispani	c or Non-Latino					
7. Race Ca	ategories: There are five	categories of federal	reporting for race.				
		n or Alaska Native America (including C	A person having origins i Central America), and who m		•		
	Asian A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia Pakistan, the Philippine Islands, Thailand, and Vietnam.						
Black or African American A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."							
Native Hawaiian or Other Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (The term "Native Hawaiian" does not include individuals who are native to the State of Hawaii by virtue of being born there.) Includes the following Pacific Islander groups: Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese.							
	White A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.						
	Other If you check other, also indicate race on following line:						
	Race						

8. Previ	ously employ	ed by the	State of Lo	uisiana?	○ Yes	○No		
If ye	s, total months	s employed	d	Identi	fy last employi	ng agency		
9. Are you a veteran? Yes No If yes, please check one of the following:								
	Special Disa	bled Veter	an					
	Vietnam-era	Veteran						
	Other Eligible	e Veteran						
10. Posi	tion applied f							
	epartment:	<u> </u>			Col	llege:		
11. Are y	ou related to	any perso	on who has	an employ	ment relation	ship with th	ne Un	iversity?
Univ	ersity can be	paid or u	npaid, full t	ime, part tiı				oyment relationships with the as a student employee. Use
addit Name:	ional paper i	r you need	more spac		Department:			
Name:				ı	Department:			
Name:					Department:			
Name:				ı	Department:			
12. How	did you find		-		ortunity?			
	McNeese State University Website							
	<u>HigherEdJol</u>							
	Newspaper)					
	Other (Spe	ecify.)						
Check th	e block for ti	na hiahasi	level of ed	_	EDUCATION	eted: Chec	rk On	no.
Check the block for the highest level of education you have completed: Check One Less that 8th grade Completed 8th grade Attended high school High school graduate or equivalent Trade Schools and/or Professional Certifications Attended college and/or associate degree College graduate Attended graduate school Master's degree Graduate study beyond master's requirements Ph.D. or professional degree								
List de	•		_	stitution fo	r any degree(s) earned:		
	<u>Degree</u>		<u>Date Aw</u>			<u>lajor</u>		<u>Institution</u>
							7 [
							-	
							-	
							_	
				TEACH	IING EXPERIE	NCE		
FULL-TIME: Position Held Dates of Service Institution								
				<u></u>				

PART-TIME:						
Position Held	<u>Dates of Service</u>	<u>Institution</u>				
FULL-TIME:	NON-TEACHING EXPERIENCE					
Position Held	Dates of Service	<u>Institution</u>				
PART-TIME:	Dates of Coming	Institution				
Position Held	<u>Dates of Service</u>	Institution				
E	MERGENCY CONTACT INFORMAT	TION				
Name:	Relationship:					
Address:	Telephone Numb	er:				
CLASSIFIED employees MUST SEND the Charles Louisiana 70609.	ne Employee Information Form to Hui	man Resources, Box 91615, MSU, Lake				
LINCLASSIFIED ampleyage MUST SEND three letters of recommendation, an official transcript(a) of all college gradit, and						
<u>UNCLASSIFIED</u> employees <u>MUST SEND</u> three letters of recommendation, an official transcript(s) of all college credit, and the Employee Information Form to the Vice President for Academic Affairs, MSU, Box 93220, Lake Charles, Louisiana 70609.						
VISITING LECTURERS (VL) MUST SEND an official transcript(s) of all college credit and the Employee Information Form to Academic Affairs, MSU, Box 93220, Lake Charles, Louisiana 70609.						
GRADUATE ASSISTANTS (GA) MUST SEND an official transcript(s) of all college credit and the Employee Information						
Form to Academic Affairs, MSU, Box 932						
Employees may be terminated if documentation necessary to complete the personnel file is not received. Any falsification of information or failure to provide essential information will be cause for disqualification or dismissal.						
Signature:		Date:				
-						

(Must Print on Department Letterhead)

(Date)

(Name and address of Unsuccessful Applicant)

Dear (Name of Unsuccessful Applicant):

Thank you for applying for the position of (*Title of Position*) in the Department of (*Name of Department*). The committee was extremely impressed with the caliber of the applicants thus making the decision a difficult one. Unfortunately, the committee has chosen another applicant to fill the position.

However, please do not allow this decision to discourage you from applying for future openings at McNeese State University.

Again, thank you for your application.

Sincerely,

(Name of Chair)

Search Committee Chair