

McNeese State University
Hiring Procedures and General Guidelines
Filling Vacant Positions for Unclassified Employment
Vacant | New | Emergency | Temporary | Interim

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 estimated timetable that may help you to organize your own timeline.

Estimated Timeline for Hiring Process

- Approval from Senior Staff (up to 10 days)
- Approval from University of Louisiana (ULS) Staff (up to 3 days)
- Selection of committee and completing preliminary paperwork (1 to 2 weeks)
- Advertising process (Purchasing, Running ad, etc.) (7 to 30 days)
- Screening Applicants (7 days to 1 month)
- Interviewing and Selecting Candidate (1 to 2 weeks)
- Completing hiring paperwork (3 to 5 days)
- Submitting name to President's Office and ULS for approval (1 week or more)

Chain of Command

- Hiring Supervisor
- Department Head
- Dean
- Vice President or position reporting directly to President – Athletics Director (AD), Chief Diversity Officer (CDO), Chief Information Technology Officer (CITO), Internal Auditor
- President

All Positions

Position must be approved by Senior 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.

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 and Student Affairs. All new unclassified employees must be made aware of the [University Policy Page](#) and the [Diversity Awareness Policy](#). These can be accessed at the McNeese website.

Check ULS Board meeting schedule to accurately estimate effective date of hire on the Unclassified Position Description, Justification and Certification 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.

An official pre-employment criminal history Background Search is a University required component of the hiring process. The University of Louisiana System Board and McNeese State University authorize General Information Services, Inc., herein referred to as COMPANY, to conduct the pre-employment criminal history Background Search. See and follow [Pre-Employment Background Search Procedure](#). The Pre-Employment Application or Background Check process will take approximately 2-5 business days.

In addition to this Background Search, hiring supervisors/search committees are also responsible for verification of work history, references, education, special certifications, licenses, credentials, etc... prior to employment. Documentation of all pre-employment verifications should be maintained in hiring search files. Official Transcripts are required when a degree is required. Employees may be terminated if documentation necessary to complete the personnel file is not received.

Vacant/New Positions

- Hiring supervisor submits a written request to the appropriate chain of command justifying the need to fill a vacant position or create a new position and obtains approval through the Chain of Command.
- Appropriate Vice President (or President) presents request to Senior Staff for approval.
- Vice President (or President) notifies hiring supervisor of approval in writing.
- Hiring supervisor completes the Unclassified Position Description, Justification and Certification Form, HPF1 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, HPF2, and (2) Position Description, HPF3. All documents are submitted to the appropriate Vice President (or President).
- Vice President submits the documents to the President's Office.
- President's Office submits documents to the ULS Staff for approval, if applicable.
- President's Office receives ULS Staff approval. Copies of all documents are sent to the hiring supervisor to begin the search process.
- Hiring supervisor contacts the Office of Equal Opportunity to begin the search process.

Emergency/Temporary/Interim Appointments

Emergency, Temporary, or Interim Hires require approval. The hiring supervisor should contact the Office of Equal Opportunity 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. Search for permanent employee must be completed within a year of temporary hire date. Hiring 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. Hiring procedures for emergency, temporary, or interim appointments follow the standard procedures for filling vacant positions.

An employee holding an emergency/temporary/interim position as an assistant coach may be appointed as a regular employee if the job performance meets expectations during the interim employment period. Converting an emergency/temporary/interim employee in an athletics or non-athletics position to a continuing employment status requires positive job performance evaluation and Senior Staff approval.

One – Year Appointments

One-year appointments must not 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 Senior Staff. Follow General Guidelines for Unclassified Employment, Part- Time/Emergency/Temporary/Interim/One-Year Appointments.

Positions approved by the Senior 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 hiring 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 Letter of Re-Appointment form must be completed by department heads that are re-appointing visiting/clinical faculty positions. The **Letter of Re-Appointment, HPF14R**, justifying appointment, must be completed and submitted to the Provost/Vice President of Academic and Student Affairs for approval. Academic and Student 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)** Letter justifying appointment should be forwarded to the Chief Diversity Officer for approval. **2)** Letter of Justification, Letter of Intent to Employ, Letter of Offer/Acceptance should be forwarded to the Vice President of Academic and Student Affairs.