



# **MCNEESE STATE UNIVERSITY**

EEO/AA/ADA, A Member of the University of Louisiana System

## **UNCLASSIFIED HIRING PLAN**

**Faculty and Non-Faculty, Non-Classified Employment**

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.

McNeese State University  
Hiring Procedures and General Guidelines for Unclassified Employment  
**HIRING PROCEDURES CHECK LIST**

Position Vacancy: \_\_\_\_\_

Position #: \_\_\_\_\_

Department: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

\* Emergency, Temporary, and Interim Hires

Completion Dates	Chair's Initials	
* 1. _____	_____	<p><b><u>Hiring Supervisor request approval to fill position from President and Senior Staff.</u></b></p> <p>a. Hiring supervisor initiates a written request justifying the need to fill a position and obtains approval through the Chain of Command:</p> <p>b. President/Vice President presents request to Senior Staff and notifies hiring supervisor of approval in writing.</p>
* 2. _____	_____	<p><b><u>President request approval to fill position.</u></b></p> <p>a. Hiring supervisor completes and submits the <b>Unclassified Position Description, Justification and Certification Form, <u>HPF1</u></b> to the appropriate Vice President (or President) along with:</p> <p style="margin-left: 20px;"><b>1) Justification For Position, <u>HPF2</u></b></p> <p style="margin-left: 20px;"><b>2) Position Description, <u>HPF3</u></b></p> <p>b. Vice President submits paperwork to the President's Office for approval.</p> <p>c. President's Office obtains Vice President for Business Affairs' approval.</p> <p>d. President obtains approval to fill position from the ULS Staff when applicable. President's Office receives approval from the ULS Staff (up to 3 days).</p> <p>e. Distributions of approved forms are dispensed to the hiring supervisor</p> <p>f. Upon distribution of approved forms, the hiring supervisor is approved to move forward with the search process. Hiring supervisor should contact the Office of Equal Opportunity for required documentation and guidance for the hiring process.</p>
3. _____	_____	<p><b><u>Hiring Supervisor begins search process and selects committee.</u></b></p> <p>a. All required hiring forms must be approved by the CDO in the Office of Equal Opportunity.</p> <p>b. Hiring supervisor contacts the Office of Equal Opportunity for guidance following the hiring process.</p> <p>c. Hiring supervisor submits the <b>Search Committee Members, <u>HPF4</u></b>, to the Office of Equal Opportunity for approval. The selection of the committee should reflect a broad sense of diversity.</p>
4. _____	_____	<p><b><u>Committee work and meetings begin.</u></b></p> <p>a. A representative from the Office of Equal Opportunity must attend all search committee meetings including interviews and must be included in the planning of search committee meetings.</p> <p>b. Hiring supervisor presents 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.</p> <p>c. All job advertisements must be approved by the Office of Equal Opportunity prior to any advertising. Advertisements with salaries of \$30,000 or above require national advertisement.</p> <p>d. Committee Chair e-mails the <b>Job Advertisement, <u>HPF5</u></b>, and <b><u>HPF6</u></b> (for publications in newspapers, journals, websites, etc.) to the Office of Equal Opportunity for approval. The Office of Equal Opportunity will post the ad on the</p>

McNeese and HigherEdJobs.com website. 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.

- e. The Office of Equal Opportunity will e-mail the approved ad to the list of universities in the **University List, Resource 1**, in the Hiring Plan.
- f. Chair submits the **Applicant Recruitment Plan, HPF7**, to the Equal Opportunity Office for approval.

5. \_\_\_\_\_ **Chair acknowledges applicants.**

- a. Search Committee Chair sends each applicant that applies an **Acknowledgement Letter, HPF8** and an **Applicant EEO Data Form, HPF9** by e-mail, fax, or mail.
- b. Applicant EEO Data Form is returned to the Office of Equal Opportunity by e-mail, fax, or mail.
- c. Chair must list all persons who have submitted an application for the position on the **Application and Interview Flow Chart Form, HPF10**.

6. \_\_\_\_\_ **Committee screens applicants.**

- a. Applications and resumes should be screened by all committee members using documented criteria as stated in the position description and job qualifications.
- b. Transcripts should be reviewed and reference checks completed.
- c. E-mail the **Reference Questions, HPF11** used during the reference check process to the Office of Equal Opportunity for approval by the CDO. The standard reference questions should be asked of all references. Other reference check questions must be approved by the CDO. Committees are also allowed to check references that are not listed.
- d. E-mail the **Interview Questions, HPF12**, used during the interview process to the Office of Equal Opportunity for approval by the CDO.

7. \_\_\_\_\_ **Committee interviews qualified candidates.**

- a. At least three (if applicable) 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 or Skype.
- c. Selection of the final candidate should occur during the on-campus interviews. McNeese is not obligated to pay for travel; however, this issue should be discussed with the hiring 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.

\* 9. \_\_\_\_\_ **Chair submits recommended candidate(s) to Hiring Supervisor.**

- a. Names of recommended candidates, résumés, and hiring plan documents should be submitted to the hiring supervisor of the position. Hiring supervisor will select the best candidate or accept the committee's recommendation. The hiring supervisor is not to make an offer to the selected candidate before receiving a written approval from the President.
- b. An official pre-employment, criminal history Background Search is a University required component of the hiring process. Hiring supervisor must contact Human Resources to proceed with the **Background Check**. See and follow [\*\*Pre-Employment Background Search Procedure\*\*](#). The Pre-Employment Application or Background Check process will take approximately 2-5 business days. The hiring supervisor may not move forward until HR approves background check.
- c. **Faculty hires** – Each academic department is responsible for evaluating all new 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. 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 2**. Departments must complete the **English Fluency Certification Form for New Instructional Faculty, HPF13**, and submit

to the Vice President for Academic and Student Affairs. 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.

- d. Hiring supervisor must complete and submit the **Letter of Intent to Employ, HPF14** and all the required documents that make up the Hiring Packet to appropriate VP. President must approve the Letter of Intent to Employ before an offer is made by the hiring supervisor.

\* 10.

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

Hiring supervisor submits the completed hiring packet to the appropriate Vice President. This includes:

- a. **Letter of Intent to Employ, HPF14**
- b. **Application and Interview Flow Chart, HPF10**
- c. Hiring Procedures Check List with completion dates and initials
- d. Copy of **Unclassified Position Description, Justification & Certification Form, HPF1A, Justification for Position, HPF2, and Position Description, HPF3**
- e. **English Fluency Certification Form for New Instructional Faculty, HPF13** (Faculty Hires Only)
- f. Three Letters of Recommendation
- g. Resume
- h. Official Transcript(s) – candidate must request from Registrar of conferring university to be sent directly to the Office of Academic and Student Affairs.
- i. Original **Advertisement, HPF5, and HPF6** and copy of published advertisements from McNeese and HigherEdJobs.com websites. The Office of Equal Opportunity will forward original ad with CDO signature and a copy of published ads.

\* 11.

**Hiring Supervisor makes offer to selected candidate.**

- a. After the Vice President and President sign the Letter of Intent to Employ, the hiring supervisor then sends the **Letter of Offer, HPF15** offering the position to the successful candidate.
- b. If applicable, the President's Office submits the candidate's appointment to the Board of Supervisors for approval after the selected candidate accepts the appointment.

12.

**Chair notifies unsuccessful applicants.**

- a. After the successful candidate accepts the position, the search committee chair sends the **Rejection Letter, HPF17** to all unsuccessful applicants.
- b. The Office of Equal Opportunity is notified by Academic and Student Affairs to remove the job advertisement from the McNeese and HigherEdJobs.com website.

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.

INSTITUTION: McNEESE STATE UNIVERSITY

ACADEMIC DEPARTMENT/ADMINISTRATIVE UNIT:

NATURE OF REQUEST: New, Replace, Update, Emergency/Temporary

TYPE OF POSITION: Instruction, Professional, Administrative Officer, Athletic

Table with 4 columns: POSITION CONTROL #, BUDGET PAGE/ LINE #, STATUS, ORIGINAL BUDGETED AMOUNT

REQUESTED POSITION TITLE:
PROPOSED ANNUAL SALARY RANGE: TO
PROPOSED BEGINNING SALARY: EFFECTIVE DATE:
SOURCE OF FUNDING: State Federal Restricted Self-Generated
CURRENT OR PREVIOUS INCUMBENT:
CURRENT BUDGETED AMOUNT:
REASSIGNMENT/PROMOTION FOR:

Table with 3 columns: EMPLOYEE NAME, CURRENT TITLE, PRESENT SALARY

IT IS RECOMMENDED THAT THIS POSITION BE UNCLASSIFIED, AND WE CERTIFY THAT IT MEETS THE TEACHING, PROFESSIONAL OR ADMINISTRATIVE OFFICER DESIGNATION REQUIRED BY THE CONSTITUTION (ARTICLE X, SEC. 2) AND APPROPRIATE CIVIL SERVICE RULES. IN ADDITION, WE WILL (HAVE) FOLLOW(ED) THE UNIVERSITY'S ESTABLISHED HIRING POLICIES AND PROCEDURES AND PUBLISHED EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES.

SIGNATURES: VICE PRESIDENT FOR BUSINESS AFFAIRS, PRESIDENT, DATE:

FOR OFFICE USE

OFFICE CONTROL #
SENIOR STAFF MEETING NOTES DATED:
ITEM NUMBER:





McNeese State University  
**JUSTIFICATION FOR POSITION**  
**(Title of Position)**  
**(Title of Department)**  
**(Position #)**

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)**  
**(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, 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 University Policy Page 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 committee members for the above position:

- Name of Member, Chair
- Name of Member
- Name of Member
- Name of Member
- Name of Member

Approved: (Requires approval from CDO)

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Michael T. Snowden, Ph.D.  
Chief Diversity Officer

Date: \_\_\_\_\_

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

McNeese State University invites qualified applicants for the position of (Title of Position – faculty positions must state rank) 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: Letter of Application, Resume, References (name, phone number, and e-mail address of at least three), and Unofficial Transcripts for the application process. Please submit the required documents to:

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.

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 Equal Opportunity: Voice: (337) 475-5428; TDD/TTY, Hearing Impaired: (337) 562-4227; Fax: (337) 475-5960; or cdo@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 and Student 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 CDO)

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**Michael T. Snowden, Ph.D.**  
**Chief Diversity Officer**

**Date:** \_\_\_\_\_

**McNeese State University**

McNeese State University invites qualified applicants 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)**, **(E-mail of Contact Person)**. McNeese State University is an AA/EEO/ADA employer committed to excellence through diversity.

Approved: **(Requires approval from CDO)**

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**Michael T. Snowden, Ph.D.**  
Chief Diversity Officer

Date: \_\_\_\_\_

McNeese State University  
**APPLICANT RECRUITMENT PLAN**  
(Title of Position)  
(Title of Department)

1. Advertise on/in:
  - MSU website
  - HigherEdJobs.com
  - 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, University List, (Resource 1) in the hiring plan.

Approved: (Requires approval from CDO)

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Michael T. Snowden, Ph.D.  
Chief Diversity Officer

Date: \_\_\_\_\_

## University List

(Updated June 2016)

The Office of Equal Opportunity notifies each of the following agencies of unclassified position vacancies. The advertisement can also be sent to other agencies deemed necessary. However, prior approval from the Chief Diversity Officer is required.

<p style="text-align: center;">University of Arkansas Career Development Center Arkansas Union 607 Fayetteville, AR 72701 Phone: 479-575-2805 Fax: 479-575-6742 <a href="mailto:career@uark.edu">career@uark.edu</a></p>	<p style="text-align: center;">Morehouse College Post Baccalaureate Career Services 830 Westview Drive, SW Atlanta, GA 30314 Phone: 404-681-2800 (Ext. 2862) <a href="mailto:pbowers@morehouse.edu">pbowers@morehouse.edu</a></p>
<p style="text-align: center;">University of Florida Career Resource Center PO Box 118507 Gainesville, FL 32611 Phone: 352-392-1601 Fax: 352-392-3810 <a href="mailto:CRCJobPostings@crc.ufl.edu">CRCJobPostings@crc.ufl.edu</a></p>	<p style="text-align: center;">University of Mississippi Career Center 303 Martindale University, MS 38677 Phone: 662-915-7174 Fax: 662-915-7759 <a href="mailto:mark@career.olemiss.edu">mark@career.olemiss.edu</a></p>
<p style="text-align: center;">Mississippi State University Career Center P.O. Box P Mississippi State, MS 39762 Phone: 662-325-3344 Fax: 662-325-7975 <a href="mailto:career@career.msstate.edu">career@career.msstate.edu</a></p>	<p style="text-align: center;">Alcorn State University Career Services 1000 ASU Drive 540 Alcorn, MS 39096 Phone: 601-877-6325 Fax: 601-877-6279 <a href="mailto:ashannon@alcorn.edu">ashannon@alcorn.edu</a></p>
<p style="text-align: center;">Oklahoma State University Career Services 360 Student Union Stillwater, OK 74078 Phone: 405-744-5253 Fax: 405-744-9954 <a href="mailto:careers@okstate.edu">careers@okstate.edu</a></p>	<p style="text-align: center;">Baylor University Career Services PO Box 97036 Waco, TX 76798 Phone: 254-710-3771 Fax: 254-710-3770 <a href="mailto:career_services@baylor.edu">career_services@baylor.edu</a></p>
<p style="text-align: center;">University of Oklahoma Career Services 900 Asp OMU Suite 323 Norman, OK 73019 Phone: 405-325-1974 Fax: 325-3402 <a href="mailto:cs@ou.edu">cs@ou.edu</a></p>	<p style="text-align: center;">Dillard University Career Services and Educational Enhancement Options 2601 Gentilly Blvd. New Orleans, LA 70122 Phone: 504-816-4685 Fax: 504-816-4846 <a href="mailto:dlee@dillard.edu">dlee@dillard.edu</a></p>

<p>Texas A &amp; M University – Commerce          Career Development          P O Box 3011          Commerce, TX 75429          Phone: 903-886-5110          Fax: 903-886-5015  <a href="mailto:gregory_shirley@tamu-commerce.edu">gregory_shirley@tamu-commerce.edu</a></p>	<p>Louisiana Tech University          Career Center          Keeny Hall 337          Ruston, LA 71272          Phone: 318-257-4336          Fax: 318-257-4750  <a href="mailto:akelly@latech.edu">akelly@latech.edu</a></p>
<p>Florida State University          Career Center          4100 A. University Center          Tallahassee, FL 32306-2490          Phone: 850-644-6431          Fax: 850-644-3273  <a href="mailto:reception@admin.fsu.edu">reception@admin.fsu.edu</a></p>	<p>Louisiana State University          Career Services          1502 CEBA          Baton Rouge, LA 70803          Phone: 225-578-2162          Fax: 225-578-3076  <a href="mailto:jobsfortigers@lsu.edu">jobsfortigers@lsu.edu</a></p>
<p>University of Louisiana – Lafayette          Career Services          P.O. Box 41730          Lafayette, LA 70504-1730          Phone: 337-262-5300          Fax: 337-262-5296  <a href="mailto:careerservices@louisiana.edu">careerservices@louisiana.edu</a></p>	<p>Northwestern State University          Counseling and Career Services          Student Union Room 305          Natchitoches, LA 71497          Phone: 318-357-5621          Fax: 318-357-5690  <a href="mailto:labomt@nsula.edu">labomt@nsula.edu</a></p>
<p>Southern University          Career Services          PO Box 9246          Baton Rouge, LA 70813          Phone: 225-771-2200          Fax: 225-771-3272  <a href="mailto:julie_wessinger@cxs.subr.edu">julie_wessinger@cxs.subr.edu</a></p>	<p>Texas Woman’s University          Career Services          PO Box 425619          Denton, TX 76204-5619          Phone: 940-898-2950          Fax: 940-898-2956  <a href="mailto:careers@twu.edu">careers@twu.edu</a></p>
<p>Texas A &amp; M University          Career Center          John J. Koldus Building, Suite 209          1233 TAMU          College Station, TX 77843-1233          Phone: 979-845-5139          Fax: 979-845-2979  <a href="mailto:advisor@cctr.tamu.edu">advisor@cctr.tamu.edu</a></p>	<p>Texas Southern University          Dir. Coop. Education &amp; Placement Svs.          3100 Cleburne Avenue          Houston, TX 77004          Phone: 713-313-7142          Fax: 713-313-7155  <a href="mailto:clack_he@tsu.edu">clack_he@tsu.edu</a></p>
<p>Grambling State University          Career Planning and Placement          PO Drawer 1178          Grambling, LA 71245-1178          Phone: 318-274-3828          Fax: 318-274-3357  <a href="mailto:willisa@gram.edu">willisa@gram.edu</a></p>	<p>University of Louisiana – Monroe          Career Connections          Library - Room 302          Monroe, LA 71209          Phone: 318-342-5338          Fax: 318-342-3502  <a href="mailto:careerconnections@ulm.edu">careerconnections@ulm.edu</a></p>



(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 and our department's web pages at [www.mcneese.edu/~](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/>. In compliance with the Higher Education Opportunity Act of 2008, consumer information about the institution is available at [http://www.mcneese.edu/consumer\\_disclosures](http://www.mcneese.edu/consumer_disclosures).

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 (e-mail address).

Sincerely,

(Name of Chair)  
Search Committee Chair

McNeese State University  
**APPLICANT EEO DATA FORM**

(Please Type or Print)

**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:

**Office of Equal Opportunity**  
Box 93248, Lake Charles, LA 70609 | Fax: (337) 475-5960 | E-mail: [kdronett@mcneese.edu](mailto:kdronett@mcneese.edu)

1. **Position Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

2. **Name:** \_\_\_\_\_  
Last First

3. **Address:** \_\_\_\_\_  
City State Zip Code

4. **Sex:** Male \_\_\_\_\_ Female \_\_\_\_\_

5. **Ethnic Origin: Are you Hispanic or Latino?** *Select One.*

- \_\_\_\_\_ **Hispanic or Latino**  
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- \_\_\_\_\_ **Non-Hispanic or Non-Latino**

6. **Race Categories: What is your race?** *Select one or more races to indicate what you consider yourself to be.*

- \_\_\_\_\_ **American Indian or Alaska Native**  
A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- \_\_\_\_\_ **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 select other, also indicate race on following line:* **Race** \_\_\_\_\_

7. **Are you a veteran?** \_\_\_\_\_ Yes \_\_\_\_\_ No

8. **Are you a U.S. Citizen?** *Select One*

\_\_\_\_\_ Yes, **U.S. Citizen** \_\_\_\_\_ No, **Resident Alien** \_\_\_\_\_ No, **Non-Resident Alien**  
If not U.S. Citizen, country of citizenship \_\_\_\_\_ Also, country of residence if different

9. **Highest Degree Earned:** \_\_\_\_\_

10. **From what source(s) did you learn about this vacancy?** *Select one or all that apply.*

- \_\_\_\_\_ McNeese State University Website \_\_\_\_\_ Newspaper (Specify.) \_\_\_\_\_
- \_\_\_\_\_ HigherEdJobs.com \_\_\_\_\_ 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 Office of Equal Opportunity at Box 93248; Telephone: Voice (337) 475-5428; Hearing Impaired (TDD) (337) 562-4227.

McNeese State University  
**APPLICATION AND INTERVIEW FLOW CHART**  
*(Please Type or Print)*

**POSITION TITLE:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_ **POSITION #:** \_\_\_\_\_

Date Application Received (mm/dd/yy)	Applicant Name (Last, First)	Rejected Yes/No	Failed to Respond Yes/No	Declined Interview Yes/No	In House Test Pass/Fail	Interviewed T = Telephone S = Skype C = Campus	* Non-Selection or Selection Reason (Select Number)
<b>* NON-SELECTION OR SELECTION REASONS:</b>	1) Experience less related to the requirements of the position 2) Education or certification less related to the requirements of the position 3) Lacks minimum requirements 4) Unsatisfactory references 5) Withdrew application 6) Proficiencies not as strong as selected candidate		7) Lack of interest in job 8) Interpersonal and communication skills not as strong as selected candidate 9) Declined job offer 10) Unable to contact 11) Committee/Hiring Supervisor Decision 12) Hired				

**Signatures:**

_____	_____	_____	_____
<b>Committee Chair</b>	<b>Date</b>	<b>Department Head/Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Dean/Administrator</b>	<b>Date</b>	<b>Chief Diversity Officer</b>	<b>Date</b>

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 CDO.

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 CDO)

---

Michael T. Snowden, Ph.D.  
Chief Diversity Officer

Date: \_\_\_\_\_

McNeese State University  
**TELEPHONE / SKYPE / CAMPUS INTERVIEW QUESTIONS**  
(Title of Position)  
(Title of Department)

SAMPLE SUGGESTIONS: Questions 2 – 9 are Search Committee choice.

1. What experience or training have you had that qualifies you for this particular position?
  
  
  
  
  
  
  
  
  
  
10. Do you have any questions for the search committee or any additional information that you would like to share?

NOTE: Telephone and/or Skype Interview Questions must be different from On-Campus Interview Questions.

Approved: (Requires approval from CDO)

\_\_\_\_\_  
Michael T. Snowden, Ph.D.  
Chief Diversity Officer

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 FS-III.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 (a)” 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



McNeese State University  
**ENGLISH FLUENCY CERTIFICATION FORM FOR NEW INSTRUCTIONAL FACULTY**

SIGNED FORM MUST BE SUBMITTED WITH LETTER OF APPOINTMENT

**Appointee Information**

**NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**COLLEGE:** \_\_\_\_\_

**POSITION #:** \_\_\_\_\_

**APPOINTMENT:**     Tenure Track       Non-Tenure Track     Visiting Lecturer     Part-Time  
                          Other \_\_\_\_\_

**Starting Semester:** \_\_\_\_\_

I/We have personally interviewed the appointee and certify that the appointee's Mastery of English is adequate for effective communication with the students he/she will be teaching.

Criteria used in addition to personal interview(s): \_\_\_\_\_

I/We certify that the above appointee is exempt from the certification requirements of Act 754 of the 1991 Legislature concerning assessment and certification of Faculty English Proficiency because:

- The candidate will not be assigned 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)**

McNeese State University  
**LETTER OF INTENT TO EMPLOY**

**TO:** VICE PRESIDENT \_\_\_\_\_

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**The Letter of Intent to Employ must be completed and signed prior to extending an offer of appointment.**

I recommend the following candidate for the position described. I have enclosed an application and interview flow chart form, three letters of recommendation, requirements for obtaining tenure, an approved board of supervisors' certification form, and official transcript(s).

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

**POSITION CONTROL#:** \_\_\_\_\_ **APPOINTMENT DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **SS#:** \_\_\_\_\_  
First Middle Last

**RANK:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**THIS POSITION IS :** New \_\_\_\_\_ Replacement \_\_\_\_\_ Temporary \_\_\_\_\_  
Part-Time \_\_\_\_\_ % Full-Time \_\_\_\_\_ 9- Month \_\_\_\_\_ 12-Month \_\_\_\_\_

**THIS POSITION WILL REPLACE:** \_\_\_\_\_

**THIS POSITION IS TEMPORARY FOR:** \_\_\_\_\_ One-Year \_\_\_\_\_ Less Than One-Year

For temporary appointments (interim, acting or one-year), hiring procedures must be complete before the 12-month period has elapsed for filling this position on a permanent basis.

**DEPARTMENT:** \_\_\_\_\_ **BUDGET PAGE #** \_\_\_\_\_ **BUDGET LINE #** \_\_\_\_\_

**EDUCATION:**  
Degree/Date Awarded Major Institution  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEGREE DESIGNATIONS (BUDGETARY PURPOSES):**

Bachelor \_\_\_\_\_ Master's \_\_\_\_\_ Master's + Hours \_\_\_\_\_ ABD \_\_\_\_\_ PhD \_\_\_\_\_

Applicant has at least 18 graduate hours of course work in this field \_\_\_\_\_ YES \_\_\_\_\_ NO

**YEARS OF FULL-TIME TEACHING (Exclude G.A.)** \_\_\_\_\_ **YEARS OF OTHER PROFESSIONAL RELATED EXPERIENCE** \_\_\_\_\_ **TOTAL YEARS EXPERIENCE** \_\_\_\_\_

**\*\*PLEASE INDICATE WHAT LEVEL COURSES FACULTY MEMBER WILL TEACH (Select all that apply)** \_\_\_\_\_ GRADUATE \_\_\_\_\_ UNDERGRADUATE

**SALARY:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**APPROVED:**

_____ Department Head	_____ Date	_____ Dean or Director	_____ Date
_____ Assistant Vice President for Academic Affairs	_____ Date	_____ Vice President	_____ Date
_____ President	_____ Date		



McNeese State University  
**LETTER OF RE-APPOINTMENT**

**Visiting/Clinical** \_\_\_\_\_ **Academic Year** \_\_\_\_\_

NAME: \_\_\_\_\_ MSU ID: \_\_\_\_\_ APPT DATE: \_\_\_\_\_  
          First           Middle           Last

RANK: \_\_\_\_\_ HIGHEST DEGREE: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

THIS POSITION IS TEMPORARY FOR:   One Semester \_\_\_\_\_   One Year \_\_\_\_\_

POSITION CONTROL# \_\_\_\_\_ BUDGET PAGE # \_\_\_\_\_ BUDGET LINE # \_\_\_\_\_

JUSTIFICATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SALARY: \_\_\_\_\_

\_\_\_\_\_  
Appointee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

(Must Print on Department Letterhead)

# LETTER OF OFFER

(Date)

(Name and Address of Selected Candidate)

Position Control Number: (Position #)

Dear (Name of Selected Candidate):

I am pleased to offer you the position of (Title of Position) in the Department of (Name of Department) at McNeese State University effective (Date). The (Fiscal or Academic) year salary for this position is \$(Salary). This appointment is subject to the approval of the University of Louisiana System Board of Supervisors.

Please signify your acceptance of this offer by signing, dating, and returning the original of this letter.

Sincerely,

(Name and Title of Hiring Supervisor)

---

**Signature**

---

**Date**

(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