

Academic Affairs: Administrative Guidelines for the Approval Process for Electronic Recruitment Requisitions and the Hire Process

September 2014

This document sets forth the administrative guidelines for the approval of faculty and staff electronic recruitment requisitions as well as the hire process for the division of Academic Affairs. The guidelines outlined below are effective immediately.

Please share this information with your college liaisons, financial representatives, and other administrators who are instrumental in these processes as well.

1. REQUISITIONS

REPLACEMENT POSITIONS: Please note that the standard turnaround time for the completion of all electronic approvals after the Dean or Vice-President has approved can be between 3-5 business days.

- **STAFF REQUISITIONS** will continue to be electronically routed; however, the **online approvals have CHANGED. The Academic Affairs budget officer (Jen Mastrangelo) and Provost are no longer required. We are working with HR and ITS to make the necessary changes in Career Zone.**
 - The new approval hierarchy includes the Supervisor of the Hiring Manager, the Dean or Vice-President, HRSM, Sponsored Accounting (for OG funding types only), the RIT Budget Office, and HR Recruitment Assistant.
- **FACULTY REQUISITIONS for all permanent positions have NOT changed and will continue to be electronically routed for the standard online approvals.**
 - The standard approval hierarchy includes the Supervisor of the Hiring Manager, the Dean or Vice-President, HRSM, Sponsored Accounting (for OG funding types only), Academic Affairs Budget Officer, the RIT Budget Office, the Provost, and HR Recruitment Assistant.
- **TEMPORARY BACKFILL REQUISITIONS** (have position control suffix of “.OU”) will continue to be electronically routed; however, the **online approvals have CHANGED. The Academic Affairs budget officer (Jen Mastrangelo) and Provost are no longer required. We are working with HR and ITS to make the necessary changes in Career Zone.**
 - The new approval hierarchy includes the Supervisor of the Hiring Manager, the Dean or Vice-President, HRSM, Sponsored Accounting for (OG funding types only), the RIT Budget Office, and HR Recruitment Assistant.

INCREMENTAL POSITIONS: Please note that the standard turnaround time for the completion of all electronic approvals after the Dean or Vice-President has approved can be between 7-10 business days.

- **STAFF REQUISITIONS for INCREMENTAL positions have NOT changed and will continue to be electronically routed for the standard incremental online approvals.**
 - The incremental approval hierarchy includes the HR Recruitment Assistant, the Supervisor of the Hiring Manager, the Dean or Vice-President, HRSM, Sponsored Accounting (for OG funding types only), Academic Affairs Budget Officer, the RIT Budget Office, the Provost, Dr. Watters, Dr. Destler, and the HR Recruitment Assistant again as the final step.

- **FACULTY REQUISITIONS for all INCREMENTAL positions have NOT changed and will continue to be electronically routed for the incremental online approvals.**
 - The incremental approval hierarchy includes the HR Recruitment Assistant, the Supervisor of the Hiring Manager, the Dean or Vice-President, HRSM, Sponsored Accounting (for OG funding types only), Academic Affairs Budget Officer, the RIT Budget Office, the Provost, Dr. Watters, Dr. Destler, and the HR Recruitment Assistant again as the final step.
- **GRANT FUNDED INCREMENTAL REQUISITIONS do NOT require electronic approvals from Dr. Watters or Dr. Destler.**

❖ **Take Note:** Instructions on how to complete an online faculty or staff requisition can be found at <https://www.rit.edu/fa/humanresources/content/pre-hire-resources-managers>.

2. PRE-OFFER FORMS

- **STAFF PRE-OFFER FORMS are NO LONGER REQUIRED to be completed.** If the intended offer is outside of the salary band range, please work with your HR Services Manager prior to extending the offer. Once a staff offer has been extended and accepted, please follow the established HR process for submitting a new hire EAF, along with the offer letter. The instructions on how to complete the online EAF, as well as the hire offer letter template can be found at <https://www.rit.edu/fa/humanresources/content/processing-staff-hires-and-offers>
- **FACULTY PRE-OFFER FORMS:** Please note that the standard turnaround time for the completion of all approvals after the Dean or Vice-President has approved can be between 3-4 business days.
 - Faculty Pre-Offer Forms for **all permanent faculty positions have NOT changed and are REQUIRED.** The approval hierarchy includes the Hiring Manager (optional), College Liaison, Dean, Academic Affairs Budget Officer, and Provost. Instructions on how to complete the Pre-Offer form as well as the mandatory signature approvals can be found at <http://www.rit.edu/fa/humanresources/content/processing-faculty-hires-and-offers#preoffer>.
 - The **Selection Criteria Rating Form (SCRF)** is **no longer required** to be included with the Pre-Offer forms when routed for signature approvals.
 - Faculty Pre-Offer Forms for **temporary backfill positions are NO LONGER REQUIRED to be completed.**

❖ **Take Note:** If the intended offer salary exceeds the available position budget funds, first contact your HR Services Manager to review intended offer against market data. The college is responsible for funding the gap with permanent salary budget dollars. Additionally, in cases where the college does not have funds to fill the gap, the dean is responsible for notifying the Provost directly and discussing alternative funding methods. The notification must include the justification for the offer. The Provost may also request an analysis of the college's operating budget, available discretionary funds, as well as a listing of position control numbers and associated salary dollars.