

**Process Improvement Summary Report of Responsibilities  
of Faculty Admin Services and Human Resources  
Relating to the Recruitment, Appointment On-Boarding of Faculty and Staff**

	FAS - Faculty & PTF	HR - Service Desk (Staff & Temps)	HR Business Partner (Staff & Temp)	HR Online Solutions	HR Data Management
<b>Manage</b>	12 month & tenure Faculty, Part-time Faculty, Clinicals, Instructor Coordinators, Instructor 9-month, Campus School, Middle School, Post Doctoral Fellowships, Research Faculty, Tenure Track, Extra Comp Credit Instruction	Exempt and non-exempt staff, temporary staff, Extra Compensation for non-credit instruction	Exempt and non-exempt staff, temporary staff, Extra Compensation for non-credit instruction		
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>- Review request to fill and work with department to finalize</li> <li>- Post annual pool Part-Time Faculty postings in WorkforUM</li> <li>- Post annual PTF postings</li> <li>- Manage closing of the job postings for Full time faculty</li> </ul>		<ul style="list-style-type: none"> <li>- Review request to fill and work with department to finalize</li> <li>- Post the job in WorkforUM</li> <li>- Staff applications- pre-screened to validate candidate meets requirements prior to sending to department</li> <li>- Manage closing of job postings staff</li> </ul>	<ul style="list-style-type: none"> <li>- Post annual pool Part-Time Faculty postings in WorkforUM</li> <li>- Manage closing of all Part time job postings</li> </ul>	
<b>Appointment</b>	<p><b>Hiring Proposals</b></p> <ul style="list-style-type: none"> <li>- Coordinate hiring process with departments, review documents and assists with corrections</li> <li>- Finalize hiring proposal process</li> </ul> <p><b>Candidate Selected</b></p> <ul style="list-style-type: none"> <li>- Initiate background check and validate results</li> <li>- Create contract draft w/terms of employment, including informal offer letter. Coordinate and review with the department for updates and final department approval</li> <li>- Create the final contract on individual dept letterhead and mail original department originator to mail to candidate to sign and return to the department, then department returns signed original to FAS</li> <li>- Manage all WorkforUM processing of the candidate                             <ul style="list-style-type: none"> <li>Validate application on file</li> <li>Seat the candidate</li> <li>Print hiring proposal</li> <li>Mark posting as filled</li> <li>Validate all required documents are attached</li> </ul> </li> <li>- Create and maintain PPAIDEN, PEAMPL, PEAFAC, PPAGENL (transcript), PPAGENL, PEAFAC, SIAINST Banner forms</li> <li>- Make copy of the signed contract</li> <li>- Create and maintain individual faculty folders, file contract copy</li> <li>- Send original contract and the hiring proposal to HR Data Management</li> <li>- Print documents for filing in the department faculty file folder</li> </ul>	<ul style="list-style-type: none"> <li>- Initial review of contract/appointment forms</li> <li>- Maintain excel tracking log of forms received</li> <li>- Validate Application in WorkforUM</li> <li>- Contact candidate and makes contingent offer</li> <li>- Initiate staff back ground checks and validate results</li> <li>- Contact candidate if approved to hire, provide start date and links to Onboarding for orientation</li> <li>- email the Supervisor with new hire checklist</li> <li>- Manage all WorkforUM processing                             <ul style="list-style-type: none"> <li>Seat the candidate</li> <li>Print hiring proposal</li> <li>Mark posting as filled</li> </ul> </li> <li>- Create PPAIDEN Banner form, for those with no previous affiliation with UofM</li> <li>- Add to new employee orientation list</li> <li>- Send hiring proposal, application to HR Data Management</li> <li>- File copy of contract in department</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate hiring proposal process with departments, review documents and assist with corrections</li> <li>- Finalize hiring proposal process</li> <li>- Validate contract/appointment forms for corrections, evaluate candidate meets job requirements, position number, eClass, FOAPAL, salary</li> <li>- Coordinate with department for corrects to contract/appointment forms</li> <li>- Create or update PEAMPL</li> <li>- Provide full HR service support relating to, but not inclusive, hiring, benefits, compensation, terminations, performance issues, etc.</li> </ul>		
	<p><b>Part-Time Faculty additional duties:</b></p> <ul style="list-style-type: none"> <li>- Validate application exists in WorkforUM</li> <li>- first time employee, generate acceptance letter with information for setting up their University User ID account. Email letter to department originator to send to candidate</li> </ul>				
<b>Onboarding</b>	<ul style="list-style-type: none"> <li>- Email candidate information on new employee orientation, UofM account setup, FERPA requirement</li> <li>- Email HR Partners/Service Ctr to include new hire in new employee orientation</li> </ul>	<ul style="list-style-type: none"> <li>- Create new faculty/staff Edison account</li> <li>- Enter deductions into Banner (unless open enrollment period)</li> <li>- Maintain tracking logs those who have not completed onboarding documents</li> </ul>			
<b>Performance Evaluations</b>	<ul style="list-style-type: none"> <li>- Provide assistance for troubleshooting calls for faculty appraisals once they have been released</li> </ul>		<ul style="list-style-type: none"> <li>- Review staff performance appraisals</li> <li>- Determine performance improvement program needed</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate annual Faculty eval period</li> <li>- validate data in WorkforUM by Dec 31</li> <li>- appraisals open in WorkforUM mid-January</li> </ul> <p>Coordinate annual spring staff performance evaluations</p> <ul style="list-style-type: none"> <li>- provide training</li> <li>- open the appraisal period</li> </ul> <p>Part time faculty do not have evals - but per SACS accreditation one is required</p>	
<b>Banner Job Records</b>					<ul style="list-style-type: none"> <li>- Validate contracts, appointment forms and EPAFS are for the correct position number, eClass, FOAPL</li> <li>- Create NBAJOBS records for all paper forms</li> <li>- Apply EPAFS relating to eContracts</li> <li>- Assists Payroll with any issues relating to NBAJOBS</li> </ul>

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<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>- Coordinate tenure and promotion process</li> <li>- Monitor official transcripts have been received</li> <li>- Assists with any faculty related questions</li> </ul>	<ul style="list-style-type: none"> <li>- Provide helpdesk services for all faculty/staff employees for HR related questions</li> </ul>			