SNU Policy: Faculty and Staff Hiring Procedures Policy
SNU Policy ID: Employment Practices B-11
Policy Reviewed by: Director of Human Resources
Approval Authority: Vice President for Business and Finance
Approval Date: May 22, 2023
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Position Opening

A position may become available through a resignation or creation of a new position. Existing budgeted classified positions may be rehired at a salary rate approved by Human Resources based on internal equity and budgeted funds available. Authority to refill vacant positions must be obtained from the President, Vice Presidents/Vice President for Academic Affairs, Chief Academic Officer, and Department/Division/School Chairs/Program Director. The President, Vice Presidents/Vice President for Academic Affairs, Chief Academic Officer, and Department/Division/School Chairs/Program Directors must approve new positions and reclassification in advance and the salary will be comparable to similar existing positions and approved by Human Resources. The supervisor / hiring manager will fill out an electronic Personnel Action Form to notify HR/Payroll that an employee is leaving. A copy of the resignation letter needs to be forwarded to HR/Payroll.

Job Description

Job descriptions including duties and qualifications are on file for all staff positions in the Human Resources Office. Job descriptions must be reviewed and updated on the *job description template each time a position opening occurs with particular attention to the qualifications required. Human Resources will set up the position in Paycom.

Job Requisition

Human Resources will complete an electronic Job Requisition form in Paycom for the new or vacant budgeted position and obtain electronic approvals from the President, Vice Presidents/ Vice-President for Academic Affairs, Chief Academic Officer, Department/Division/School Chair/Program Director and hiring managers. The Finance/Budget Office will verify funding and Human Resources will approve dates of employment.

Job Announcement

The job announcement for faculty and staff will be posted and will be based on the required education, experience, knowledge, skills and abilities listed in the applicable position description.

Posting

Upon approval, the job announcement will be posted on the SNU Careers Webpage, Jobs are posted for a minimum of ten business days before candidates are selected. The hiring manager

*Required

will receive a link to their job posting along with instructions on how to move through their hiring folder on Laserfiche. Only the President has the authority to waive the minimum 10 business day posting period.

Advertising
Advertisements are prepared and placed by the Human Resources Office on the SNU Careers Webpage. The department pays for advertisements in local newspapers and other desired publications and websites. The Chief Academic Officer's office will pay for CCCU advertisement for faculty position. Staff positions and faculty positions will be posted on the Inside Higher Ed Jobs site to include 21 Diversity websites partnered with Higher Ed Jobs. The advertising content for job postings should be approved by Human Resources. The hiring department is responsible for posting positions to other publications or sites to post the position and pays for the cost of advertisements. Links to the SNU Careers page will be displayed on the SNU Alumni website as well as distributed on a quarterly basis through the SNU Alumni/Donor Newsletters. Advertisements will include the SNU Non-Discrimination Statement with the Equal Employment Opportunity language.

Application Screening
All staff applications are reviewed by the Human Resources Office for initial screening. Only applications for staff positions meeting the basic qualifications for the position are sent to the hiring department or search committee for further consideration. Faculty Applications are screened for meeting the basic qualifications by the Chief Academic Officer, Vice President/Vice President for Academic Affairs and Department/Division/School Chairs/Program Directors.

Testing
Any tests required by the hiring department must be administered under the same conditions for all finalists.

Applicant Pool
Required statistical records are maintained in the Human Resources Office for each position filled through Paycom applicant tracking processes. Only applications received through the job posting on the SNU Careers Webpage are considered as candidates for the position.

Equal Employment Opportunity
All candidates shall be considered fairly without discriminating on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veteran status or any other legally protected class. All applicable federal and state laws concerning employment shall be followed. All employment decisions will be based only on lawful, job related and non-discriminatory criteria. Each faculty and staff employment action will be reviewed by the President, Vice Presidents/Vice President for Academic Affairs, Chief Academic Officer, and the Human Resources Department for EEO compliance.

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Search Committees

Unless otherwise determined in advance, the search committee (if one is appointed) or department/division/school chair conducting the search should present a short list of two to five names of acceptable candidates, unranked, to the Vice President/Vice President for Academic Affairs, Chief Academic Officer, and Department/Division/School Chairs/Program Directors in charge of the division for authorization to schedule interviews. The Director of Human Resources will meet with the search committee to review the hiring process.

References

Before any decisions are made the hiring department must contact at least two references, preferably three references. All positions are considered security sensitive and will require a criminal background check. The hiring department will ask Human Resources to conduct a criminal background check for all finalists and wait for results before scheduling interviews for faculty and directors or higher before on-campus interviews are scheduled. Background checks on other staff positions will be completed for finalists only before a job offer is made. Credit background checks will be requested for positions with financial responsibilities.

Interviews

The hiring department and/or search committee for the position will conduct interviews. Only legal job-related questions may be asked. Questions or statements related of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans' status or any other legally protected class are strictly prohibited.   Interview questions will cover objective, job related criteria and seek information on the applicant's knowledge and competencies to perform the job. The *CUPA Interview Guide for Supervisors* is provided to each department for guidance on preparing appropriate interview questions and conducting legal interviews. Interview questions asked should be consistent for all of the candidates interviewed.

With our institutional commitment to diversity, equity and inclusive excellence, Southern Nazarene University sets an expectation that our employees will demonstrate the capacity for cultural responsiveness and Intercultural knowledge, skills and dispositions. With that in mind, the hiring process requires that you ask potential candidates of employment questions (included below in the Commitment to Diversity-Interview Questions) that will help determine whether they meet and have the potential to demonstrate these essential capacities.

Behavior-Based Interview Questions
Commitment to Diversity – Interview Questions
Skill-Based Interview Questions
What Questions Can and Can't I Ask

When evaluating applications, the hiring managers and committees may use a rubric tool to objectively compare applications. The rubric can be edited to reflect the job description and candidate criteria desired for the position. The rubric is an optional tool to use and is not required.

*Required

Hiring committees or hiring managers must schedule all Faculty and Director level and above candidates to be interviewed with the Chief Diversity Officer or a designated representative appointed by the President. Additionally, all Faculty and Director level and above Candidates will also meet with the current chair of the Theology department or the Campus Pastor to review to the Wesleyan/Holiness issues.

Candidate Evaluation & Selection
The hiring department or search committee will carefully and impartially evaluate all candidates for the position based on bona fide job-related qualifications. The *Interview Evaluation and Selection form will be completed by the hiring department to document interview results for each candidate interviewed. The results of the interviews with all supporting documentation will be submitted to the Vice President, Chief Academic Officer, or Vice President for Academic Affairs of the division. The Vice President/Vice President for Academic Affairs, or Chief Academic Officer reports the hiring to the Cabinet. The Applicant Interview Evaluation and Selection form must be submitted to Human Resources before a job offer may be extended.

Interview Expenses
Prospective employees may be reimbursed for interview travel expense on the hiring department's account through the same travel procedures as employees.

Diversity
Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects diversity, inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ, our University values reconciliation through God's love.

Credentials Verification
The hiring department will complete the *Verification on Candidate's Qualifications and a thorough *Reference Check for a candidate who is recommended for hire. It is necessary to verify credentials required and/or relevant to the job on the application, resume or other credentials submitted by the applicant. This form is available on the Human Resources internal portal webpage. The completed verification form must be returned to the Human Resources Department before a job offer may be extended.

Job Offer
The Interview Evaluation and Selection form, Verification of Candidate's Credentials form, Reference Inquiries, and interview questions and answers must be sent to the Human Resources Department before a Personnel Action Form is submitted through the Paycom.com portal and the job offer extended for staff positions.

*Required

The Vice President for Academic Affairs' Office will make all job offers for all faculty positions after the Evaluation and Selection form, Verification of Candidate's Credentials form, Reference Inquiries, and interview questions and answers have been sent to the Human Resources Department. The department and Area Vice President will need to submit the Personnel Action Form and complete the approval process before job offers are extended. Position will be closed as they are filled.

The President has final approval authority for all personnel actions. All internal candidates must have prior approval of the President before a final decision to fill the position and job offers are communicated.

Rejections
Applications reviewed and dispensed without interview or dispensed after interview will be notified through the applicant tracking process in Paycom when the position is closed. Reasons for non-selection must not be discussed.

Orientation
On or before the first day of employment after the new employee onboarding tasks have been completed, the new employee must complete employment eligibility forms in the Human Resources Office as required by Federal law. A new employee orientation will be conducted in the Human Resources Office by the Assistant Director of Human Resources/Benefits Coordinator for all benefits eligible faculty and staff.

Social Security Numbers
All potential employees must have a Social Security Number on record at the Human Resources Office before they may begin work. The number is required for payment of wages to any employee. Per Internal Revenue Service instructions, an employee's name and social security number will be recorded as shown on their Social Security Card. An individual who does not have a Social Security Card must apply through the Social Security Administration. A valid receipt from the Social Security Administration that indicates the name and number that will be printed on the card when received will be sufficient to verify the information.

*Required