



MCNEESE STATE UNIVERSITY

UNCLASSIFIED HIRING PLAN

Faculty and Non-Faculty, Non-Classified Employment

MCNEESE STATE UNIVERSITY HIRING PROCEDURES GENERAL GUIDELINES FOR UNCLASSIFIED EMPLOYMENT

**Resignations
Terminations
Retirements
Filling Vacant Positions**

**New Positions
Emergency Appointments
Temporary Appointments
Interim Appointments**

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 Executive Staff (up to 10 days)
- Approval from University of Louisiana (ULS) Staff (up to 3 days)
- Selection of Committee (up to 2 weeks)
- Committee/Chair completing preliminary paperwork (1 meeting and/or up to 2 weeks)
- Advertising Process (Purchasing, Running ad, etc.) (up to 20 days)
- Screening Applicants (10 days to 1 month)
- Interviewing Candidates (10 days to 2 months)
- Selecting Candidate (1 week)
- Completing hiring paperwork (3 to 5 days)
- Submitting name to President's Office and ULS approval (6 weeks or more)

Chain of Command

- Immediate Supervisor
- Department Head/Director within a College
- Dean/Administrative Director
- Vice President/Position reporting directly to President – Athletics Director, Chief Information Technology Officer (CITO), Internal Auditor
- President

Resignations/Terminations/Retirements

- Employee submits a letter of resignation or retirement and obtains approval through the chain of command as soon as the effective date of departure is known. (Immediate supervisor submits written notification and obtains approval when an employee is terminated.)
- Immediate Supervisor submits a written request justifying the need to replace the individual and obtains approval through the chain of command.
- Appropriate Vice President (or President) presents request to Executive Staff for approval.
- Vice President (or President) notifies immediate Supervisor of approval in writing.
- Supervisor completes the **Unclassified Position Description, Justification and Certification Form, Hiring Plan Form 1**, 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, Hiring Plan Form 2, and (2) Position Description, Hiring Plan Form 3**.
- Vice President submits paperwork to the President's Office.
- President's Office faxes paperwork to the ULS Staff for approval.
- President's Office receives approval from the ULS Staff (up to 3 days) and sends copies to the immediate Supervisor, Vice President, and Vice President for Special Services and Equity (VPSSE).
- Supervisor begins search process once approved **Unclassified Position Description, Justification and Certification Form** is received.

Filling Vacant Positions

- Immediate Supervisor submits a written request justifying the need to fill a vacant position and obtains approval through the Chain of Command.
- Appropriate Vice President (or President) presents request to Executive Staff for approval.
- Vice President (or President) notifies immediate Supervisor of approval in writing.
- Supervisor completes the **Unclassified Position Description, Justification and Certification Form, Hiring Plan Form 1** 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, Hiring Plan Form 2, and (2) Position Description, Hiring Plan Form 3.**
- Vice President submits paperwork to the President's Office.
- President's Office faxes paperwork to the ULS Staff for approval.
- President's Office receives approval from the ULS Staff (up to 3 days) and sends copies to the immediate Supervisor, Vice President, and VPSSE.
- Supervisor begins search process once approved **Unclassified Position Description, Justification and Certification Form** is received.

Emergency/Temporary/Interim Appointments

Emergency, Temporary, or Interim Hires require approval. The Supervisor should contact the VPSSE 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.

- Immediate 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.
- Appropriate Vice President (or President) presents request to Executive Staff for approval.
- Vice President (or President) notifies immediate Supervisor of approval in writing.
- Supervisor completes the **Unclassified Position Description, Justification and Certification Form, Hiring Plan Form 1** 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, Hiring Plan Form 2, and (2) Position Description, Hiring Plan Form 3.**
- Vice President submits paperwork to the President's Office.
- President's Office faxes paperwork to the ULS Staff for approval.
- President's Office receives approval from the ULS Staff (up to 3 days) and sends copies to the immediate Supervisor, Vice President, and VPSSE.
- President's Office submits name of individual to the ULS Board for approval at its next scheduled meeting. (Effective date of hire cannot begin until after Board approval – check Board meeting schedule.)
- Supervisor begins search process to fill position on a permanent basis as soon as possible. Search for permanent employee MUST be completed within a year of temporary hire date.

New Positions

- Immediate Supervisor submits a written request justifying the need to create a new position and obtains approval through the Chain of Command.
- Appropriate Vice President (or President) presents request to Executive Staff for approval.
- Vice President (or President) notifies immediate Supervisor of approval in writing.
- Supervisor completes the **Unclassified Position Description, Justification and Certification Form, Hiring Plan Form 1** 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, Hiring Plan Form 2, and (2) Position Description, Hiring Plan Form 3.**
- Vice President submits paperwork to the President's Office.
- President's Office faxes paperwork to the ULS Staff for approval.
- President's Office receives approval from the ULS Staff (up to 3 days) and sends copies to the immediate Supervisor, Vice President, and VPSSE.
- Supervisor begins search process once approved **Unclassified Position Description, Justification and Certification Form** is received.

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 Executive Staff. Follow General Guidelines for Unclassified Employment, Part- Time/Emergency/Temporary/Interim/ One-Year Appointments.

Positions approved by the Executive 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 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 Re-appointment form must be completed by department heads that are **re-appointing visiting/clinical faculty positions**. A completed **Letter of Re-Appointment, Hiring Plan Form 16R**, justifying appointment, must be submitted to the Vice President of Academic Affairs for approval. Academic 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)** A letter justifying appointment should be forwarded to the VPSSE for approval. **2)** A Letter of Justification, Letter of Intent to Employ, Letter of Offer/acceptance should be forwarded to the Vice President of Academic Affairs.

ALL POSITIONS

Submit Unclassified Position to the President's Office

A completed **Unclassified Position Description, Justification and Certification Form, Hiring Plan Form 1, Justification for Position, Hiring Plan Form 2, and Position Description, Hiring Plan Form 3** must be submitted to the appropriate Vice President. The Vice President will forward the form to the President's Office for approval. The form will be submitted by the President's Office to the Board of Supervisors for approval. The President's Office will fax the dean or director a copy of the form after it has been approved by the Board.

Submit Paperwork to the Vice President

The **Letter of Intent to Employ, Hiring Plan Form 16**, copy of the Board approved **Unclassified Position Description, Justification and Certification Form, Hiring Plan Form 1, Justification for Position, Hiring Plan Form 2, Position Description, Hiring Plan Form 3, Employee Information Form, Hiring Plan Form 19, three letters of recommendation**, and the **candidate's official transcript** are to be submitted to the appropriate Vice President. After the Vice President and President approve the packet, the President's Office will fax a copy of the **Letter of Intent to Employ** to the dean or director. The President's Office submits the appointment to the Board of Supervisors for approval. **Employees may be terminated if documentation necessary to complete the personnel file is not received.**

Position must be approved by Executive 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.

**MCNEESE STATE UNIVERSITY HIRING PROCEDURES
GENERAL GUIDELINES FOR UNCLASSIFIED EMPLOYMENT**

**Hiring Procedures Check List
Including Emergency, Temporary, and Interim Hires***

Position Vacancy _____

Department _____

Hiring Committee Chairperson/
Administrator/Supervisor _____ Phone
Number _____

EMAIL ALL HIRING PLAN FORMS AND DOCUMENTS REQUIRING APPROVAL BY VPSSE TO:

vpsse@mcneese.edu

**Completion
Dates**

**Chair's
Initials**

_____ *1. _____ **Supervisor of position obtains approval to fill position from President and Executive Staff**

- a. Supervisor initiates a written request justifying the need to fill a position and obtains approval through the Chain of Command:
 - 1) Immediate Supervisor
 - 2) Department Head/Director within a College
 - 3) Dean/Administrative Director
 - 4) Vice President/positions reporting directly to the President—Athletics Director, CITO, Internal Auditor
 - 5) President
- b. President/Vice President presents request to Executive Staff and notifies Supervisor of approval in writing.

_____ *2. _____ **President obtains approval to fill position from the ULS Staff.**

- a. Supervisor completes the **Unclassified Position Description, Justification and Certification Form, Hiring Plan Form 1** 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, Hiring Plan Form 2**
 - 2) **Position Description, Hiring Plan Form 3**
- b. Vice President submits paperwork to the President's Office.
- c. President's Office obtains Vice President for Business Affairs' signature and faxes paperwork to the ULS Staff for approval.
- d. President's Office receives approval from the ULS Staff (up to 3 days) and sends copies to the immediate Supervisor, Vice President, and VPSSE.
Supervisor continues with search process when approved **Unclassified Position Description, Justification and Certification Form** is in hand.

Note: Check ULS Board meeting schedule to accurately estimate effective date of hire on UPDJC 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.

_____ 3. _____ **Appropriate Administrator/Supervisor selects Committee and submits names to VPSSE for approval.**

- a. The appropriate administrator of the unclassified position submits **Search Committee Members, Hiring Plan Form 4**, and the Committee Chair to the VPSSE for approval.
 - 1) The selection of the committee should reflect a broad sense of diversity.
 - 2) After approval by the VPSSE, the approved **Search Committee Members** will be sent to the Committee Chair.
- b. The approved **Search Committee Members** will be disseminated at the Charge Meeting.

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4. **A representative of the VPSSE must attend all search committee meetings.**
- a. A representative of the VPSSE must be present at the Charge Meeting and all other subsequent committee meetings.
 - b. **All** meetings must be confirmed with the VPSSE at least 48 hours prior to the meeting.
 - c. **All** meetings must be confirmed with the VPSSE (475-5428) before contacting a candidate for an interview or arranging other search committee meetings.
 - d. The committee chair must have all **Public Notice Forms, Hiring Plan Form 5**, approved **48 hours** in advance by the VPSSE prior to the meeting time.
 - e. **Public Notice Forms** must be posted **24 hours** prior to all meetings **on the door of the meeting room only**.
 - f. No further action on filling the position will take place unless a Charge Meeting has been scheduled.
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5. **Committee work begins.**
- a. The Supervisor/Dean/Administrator will present 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.
 - b. **Applicant Recruitment Plan, Hiring Plan Form 8**. The Committee Chair must submit the Job Advertisement to each University listed on the **University List, Resource 1**, in the Hiring Plan. List journals, if any, in which the advertisement will be published. **Advertisements with salaries of \$30,000 or above require national advertisement.** 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.
 - c. **Reference Questions, Hiring Plan Form 9, Telephone Interview Questions, Hiring Plan Form 10, and On-Campus Interview Questions, Hiring Plan Form 11** used during the interview and reference check process must be approved by the VPSSE.
 - d. The Committee Chair submits **Job Advertisements, Hiring Plan Form 6, and /or Hiring Form 7** to appropriate journals, publications, websites, etc.
 - e. **All job advertisements must be approved by the VPSSE prior to any advertising. All faculty** positions will be submitted to the **National Minority Faculty Identification Program, Resource 2, by the VPSSE**.
 - f. For approval of job advertisements posted on the MSU website, HigherEdJobs.com, and the (faculty positions only) National Minority Faculty Identification Program, **Resource 2**, the Committee Chair will **email** the advertisement to vpsse@mceese.edu. The VPSSE will post the approved ad on the MSU website, HigherEdJobs.com, and National Minority Faculty Identification Program. The committee chair will **email** the approved ad to the list of universities in the hiring plan.
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- *6. **Chair mails Acknowledgement Letter and Applicant EEO Data Form and to each applicant.**
- The Committee Chair mails each applicant an **Acknowledgement Letter, Hiring Plan Form 13** and an **Applicant EEO Data Form, Hiring Plan Form 14**. The **Applicant EEO Data Form** is returned to the Office of Special Services and Equity, Box 93248, Lake Charles, LA 70609.
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7. **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. **All** persons who have submitted an application for the position must be listed on the **Application and Flow Chart Form, Hiring Plan Form 17**.
 - d. The following standard **Reference Questions, Hiring Plan Form 9** should be asked of all references. Other reference check questions must be approved by the VPSSE.
 - 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?
 - e. Committees are also allowed to check references that are not listed.

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8. **Committee interviews qualified candidates with approved questions by VPSSE.**
- a. At least **three** 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.
 - c. **Selection of the final candidate should occur during the on-campus interviews.**
MSU is not obligated to pay for travel; however, this issue should be discussed with the 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.
 - f. The Committee chair distributes the **Pre-Employment Application Form, Hiring Plan Form 15** to the **top finalist**. Return the completed **Pre-Employment Application Form** to Smith Hall, Room 108 or mail to Human Resources, MSU, Box 91615, Lake Charles, Louisiana 70609.

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- *9. **Chair submits recommended candidates to Supervisor.**
- a. Names of recommended candidates, résumés, and hiring plan documents should be submitted to the Supervisor of the position.
 - b. **Each academic department is responsible for evaluating all NEW instructional faculty and staff for English language fluency, EFFECTIVE July 1, 2007, 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 3.**
 - c. Departments must complete the **English Fluency Certification Form for New Instructional Faculty, Hiring Plan Form 12**, and submit to the Vice President for Academic Affairs.
 - d. **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 on or after July 1, 2007, the effective date of this policy.**
 - e. The Supervisor will select the best candidate or accept the committee's recommendation. **The Supervisor is NOT to make an offer to the selected candidate before receiving a written approval from the President, Letter of Intent to Employ, Hiring Plan Form 16.**

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- *10. **Supervisor submits completed Hiring Packet to appropriate Vice President.**
- The Committee Chair forwards the completed hiring packet to the appropriate Vice President after approval. This includes:
- a. Hiring Procedures Check List with Completion Dates and Initials
 - b. Copy of **Unclassified Position Description, Justification & Certification Form, Hiring Plan Form 1** with Executive Staff Approval Date by VPSSE,
 - c. **Justification for Position, Hiring Plan Form 2**
 - d. **Position Description, Hiring Plan Form 3**
 - e. Copy of **Advertisements, Hiring Plan Form 6**, and/or **Hiring Plan Form 7** for the position with VPSSE's approved signature
 - f. Copy of published **Advertisement, Hiring Plan Form 6** from MSU, HigherEdJobs.com, National Minority Faculty Identification Program (if appropriate) websites
 - g. **English Fluency Certification Form for New Instructional Faculty, Hiring Plan Form 12**
 - h. **Letter of Intent to Employ, Hiring Plan Form 16**
 - i. **Application and Interview Flow Chart, Hiring Plan Form 17**
 - j. Three Letters of Recommendation
 - k. Resume
 - l. Official Transcript(s) requested from Registrar of conferring university to be sent directly to the MSU Office of Academic Affairs

***11. Supervisor sends Letter of Offer to Candidate.**

- a. After the Vice President and President sign the **Letter of Intent to Employ, Hiring Plan Form 16**, a copy is faxed to the Dean or Director.
- b. The "**immediate**" Supervisor then sends a **Letter of Offer, Hiring Plan Form 18** offering the position along with the **Employee Information Form, Hiring Plan Form 19** to the successful candidate. Also send, if needed, a request for **official transcripts** and three letters of recommendation. 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 Affairs.
- c. After the selected candidate accepts the appointment, the President's Office submits the candidate's appointment to the Board of Supervisors for approval.

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

12. Chair notifies unsuccessful applicants.

- a. **After the successful candidate accepts the position**, the Chair of the Search Committee sends a **Rejection Letter, Hiring Plan Form 20** to all unsuccessful applicants.
- b. The VPSSE is notified by Academic Affairs to remove the job advertisement from the MSU, HigherEdJobs.com, and National Minority Faculty Identification Program website.

All **new** Unclassified employees must be provided with a copy of the McNeese **Faculty/Staff Handbook** and the McNeese **Diversity Awareness Policy**. These documents can be downloaded from the McNeese website.

<http://www.mcneese.edu/faculty/handbook05/>

<http://www.mcneese.edu/policy/diversity.php>

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

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:

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: PRESIDENT DATE:

VICE PRESIDENT FOR BUSINESS AFFAIRS DATE:

OFFICE USE

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



Board of Supervisors for the University of Louisiana System

UNCLASSIFIED POSITION DESCRIPTION, JUSTIFICATION & CERTIFICATION FORM

CONTROL #

Institution Name: McNeese State University Academic Department /Administrative Unit: _____

Budget Page: _____ Line #: _____ Current Budgeted Amt: _____ Status: 9/10 mo. 12 mo.

Source of Funding: State Federal Restricted Self-Generated Grant/Contract Auxiliary

Type of Position: Dean Vice President (Asso./Asst.) Provost Athletic Director/ Equivalent Other

Nature of Request: New (attach explanation) Replace/Update (salary increase exceeds 10% - explain below)
 Emergency/Temporary

Justification: _____

**If necessary, please continue justification on another page.*

Employee Name: _____

Current Title: _____ Present Salary: _____

Requested Position Title: _____ Proposed Annual Salary Range: _____ TO _____

Proposed Beginning Salary: _____ Effective Date: _____

Current or Previous Incumbent: _____

Reassignment /Promotion For: _____

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, Section 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.

Approved By: _____ Date: _____
 Dean/Director

_____ Date: _____
 Vice President

_____ Date: _____
 President

FOR SYSTEM OFFICE USE

Approved By: _____ System Authority _____ Date

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

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)

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 (as part of the University's Write-to-Excellence Initiative —writing-across-the-curriculum), 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 *McNeese Faculty/Staff Handbook* 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
- Name of Member
- Name of Member
- Name of Member
- Name of Member

Approved: *(Requires approval from VPSSE)*

Rosemary Gray, Ed. D. Vice President
Division of Special Services and Equity

Date: _____

PUBLIC NOTICE

March 21, 2005 *(Date notice created)*

The Search Committee for Department Head, Teacher Education

(Title of Position and Department of Search Committee – NO ABBREVIATIONS)

Will Meet

Wednesday, March 23, 2005 *(Date of meeting)*

Farrar Room 100 *(Location of meeting)*

10:00 A.M. *(Time of meeting)*

AGENDA

Charge Meeting *(Purpose for meeting)*

(ALL PUBLIC NOTICES OF MEETINGS MUST INCLUDE THE AA/IRCA/IFC/ULS/ADA STATEMENTS)

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 the ADA Coordinator: Voice: (337) 475-5428; TDD/TTY, Hearing Impaired: (337) 562-4227; Fax: (337) 475-5960; or adacoordinator@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 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.

PUBLIC NOTICE

Approved: *(Requires approval from VPSSE)*

Rosemary Gray, Ed. D. Vice President
Division of Special Services and Equity

Date: _____

PUBLIC NOTICE

March 21, 2005 *(Date notice created)*

The Search Committee for Assistant Director, Purchasing

(Title of Position and Department of Search Committee – NO ABBREVIATIONS)

Will Meet

Wednesday, March 23, 2005 *(Date of meeting)*

Burton Business Center Room 129 *(Location of meeting)*

10:00 A.M. *(Time of meeting)*

AGENDA

Charge Meeting *(Purpose for meeting)*

(ALL PUBLIC NOTICES OF MEETINGS MUST INCLUDE THE AA/IRCA/IFC/ULS/ADA STATEMENTS)

McNeese State University is an Affirmative Action/Equal Employment Opportunity/Americans with Disabilities Act 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 the ADA Coordinator: Voice: (337) 475-5428; TDD/TTY, Hearing Impaired: (337) 562-4227; Fax: (337) 475-5960; or adacoordinator@mcneese.edu.

PUBLIC NOTICE

Approved: *(Requires approval from VPSSE)*

Rosemary Gray, Ed. D. Vice President
Division of Special Services and Equity

Date: _____

(A COPY OF THE PUBLISHED ADVERTISEMENT MUST BE INCLUDED IN YOUR HIRING PACKET)

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

McNeese State University invites qualified applicants and nominations 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 a **(List the items to be submitted: Letter of Application, Resume, References [name, phone number, and e-mail address of at least three], Unofficial/Official Transcripts)** for the application process. Please submit the required documents to the following:

(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 the ADA Coordinator: Voice: (337) 475-5428; TDD/TTY, Hearing Impaired: (337) 562-4227; Fax: (337) 475-5960; or adacoordinator@mcneese.edu.

Hiring Plan Form 6

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 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 VPSSE)***

**Rosemary Gray, Ed. D. Vice President
Division of Special Services and Equity**

Date: _____

(A COPY OF THE PUBLISHED ADVERTISEMENT MUST BE INCLUDED IN YOUR HIRING PACKET)

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

McNeese State University invites qualified applicants and nominations for the position of **(Title of Position)** 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 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 a **(List the items to be submitted: Letter of Application, Resume, References [name, phone number, and e-mail address of at least three], Unofficial/Official Transcripts)** for the application process. Please submit the required documents to the following:

(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.

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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 the ADA Coordinator: Voice: (337) 475-5428; TDD/TTY, Hearing Impaired: (337) 562-4227; Fax: (337) 475-5960; or adacoordinator@mcneese.edu.

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

**Rosemary Gray, Ed. D. Vice President
Division of Special Services and Equity**

Date: _____

McNeese State University

McNeese State University invites qualified applicants and nominations 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 VPSSE)**

Rosemary Gray, Ed. D. Vice President
Division of Special Services and Equity

Date: _____

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

1. Advertise on/in:
 - MSU website
 - HigherEdJobs.com
 - The National Minority Faculty Identification Program (faculty positions only)
 - **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.***
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 advertisement list on pages 19 and 20 (Resource 1) from the hiring plan.

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

Rosemary Gray, Ed. D. Vice President
Division of Special Services and Equity

Date: _____

University List

Advertisements must be mailed, e-mailed, or faxed to each of the following agencies by the committee chair or a designated committee member. You can also send to other agencies you deem necessary. However, prior approval from VPSSE is required.

<p>University of Arkansas Career Development Center Arkansas Union 607 Fayetteville, AR 72701 Phone: 479-575-2805 Fax: 479-575-6742 career@uark.edu</p>	<p>Morehouse College Post Baccalaureate Career Services 830 Westview Drive, SW Atlanta, GA 30314 Phone: 404-681-2800 (Ext. 2862) pbowers@morehouse.edu</p>
<p>University of Florida Career Resource Center PO Box 118507 Gainesville, FL 32611 Phone: 352-392-1601 Fax: 352-392-3810 CRCJobPostings@crc.ufl.edu</p>	<p>University of Mississippi Career Center 303 Martindale University, MS 38677 Phone: 662-915-7174 Fax: 662-915-7759 mark@career.olemiss.edu</p>
<p>Mississippi State University Career Center P.O. Box P Mississippi State, MS 39762 Phone: 662-325-3344 Fax: 662-325-7975 career@career.msstate.edu</p>	<p>Alcorn State University Office of Placement Services 1000 ASU Drive 540 Alcorn, MS 39096 Phone: 601-877-6325 Fax: 601-877-6324 careers@alcorn.edu</p>
<p>Oklahoma State University Career Services 360 Student Union Stillwater, OK 74078 Phone: 405-744-5253 Fax: 405-744-9954 careers@okstate.edu</p>	<p>Baylor University Career Services PO Box 97036 Waco, TX 76798 Phone: 254-710-3771 Fax: 254-710-3770 career_services@baylor.edu</p>
<p>University of Oklahoma Career Services 900 Asp OMU Suite 323 Norman, OK 73019 Phone: 405-325-1974 Fax: 325-3402 cs@ou.edu</p>	<p>Dillard University Career Services and Educational Enhancement Options 2601 Gentilly Blvd. New Orleans, LA 70122 Phone: 504-816-4685 Fax: 504-816-4846 dlee@dillard.edu</p>

Resource 1

<p>Texas A & M University – Commerce Career Services P O Box 3011 Commerce, TX 75429 Phone: 903-886-5110 Fax: 903-886-5015 Tina_Boitnott@tamu-commerce.edu</p>	<p>Louisiana Tech University Career Center Keeny Hall 337 Ruston, LA 71272 Phone: 318-257-4336 Fax: 318-257-4750 careercenter@latech.edu</p>
<p>Florida State University Career Center 4100 A. University Center Tallahassee, FL 32306-2490 Phone: 850-644-6431 Fax: 850-644-3273 reception@admin.fsu.edu</p>	<p>Louisiana State University Career Services 1502 CEBA Baton Rouge, LA 70803 Phone: 225-578-2162 Fax: 225-578-3076 jobsfortigers@lsu.edu</p>
<p>University of Louisiana – Lafayette Career Services P.O. Box 41730 Lafayette, LA 70504-1730 Phone: 337-262-5300 Fax: 337-262-5296 careerservices@louisiana.edu</p>	<p>Northwestern State University Counseling and Career Services Student Union Room 305 Natchitoches, LA 71497 Phone: 318-357-5621 Fax: 318-357-5690 labomt@nsula.edu</p>
<p>Southern University Career Services PO Box 9246 Baton Rouge, LA 70813 Phone: 225-771-2200 Fax: 225-771-3272 julie_wessinger@cxs.subr.edu</p>	<p>Texas Woman’s University Career Services PO Box 425619 Denton, TX 76204-5619 Phone: 940-898-2950 Fax: 940-898-2956 careers@twu.edu</p>
<p>Texas A & 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 advisor@cctr.tamu.edu</p>	<p>Texas Southern University Dir. Coop. Education & Placement Svs. 3100 Cleburne Avenue Houston, TX 77004 Phone: 713-313-7142 Fax: 713-313-7155 clack_he@tsu.edu</p>
<p>Grambling State University Career Planning and Placement PO Drawer 1178 Grambling, LA 71245-1178 Phone: 318-274-3828 Fax: 318-274-3357 willisa@gram.edu</p>	<p>University of Louisiana – Monroe Career Services Harris Hall, North Wing Monroe, LA 71209 Phone: 318-342-5338 Fax: 318-342-1975 careerconnections@ulm.edu</p>

**Teaching Faculty Resource
National Minority Faculty Identification Program**

McNeese State University is now a member of the National Minority Faculty Identification Program. This database can be used in two ways:

- 1. Job Postings**
- 2. Searching Candidate Database**

Faculty positions will be posted by the Office of Special Services and Equity.

WE ARE VERY INTERESTED IN KEEPING TRACK OF SUCCESSFUL PLACEMENTS FROM THIS PROGRAM. PLEASE NOTIFY ypsse@mcneese.edu IF YOU HIRE SOMEONE FROM THIS PROGRAM.

Thank you again for your participation in this program and best wishes with your recruitment efforts!

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 VPSSE.

SAMPLE SUGGESTIONS:

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 VPSSE)**

Rosemary Gray, Ed. D. Vice President
Division of Special Services and Equity

Date: _____

McNeese State University
TELEPHONE INTERVIEW QUESTIONS
(Title of Position)
(Title of Department)

SAMPLE SUGGESTIONS:

1. What experience or training have you had that qualifies you for this particular position?
Questions 2 – 11 are Search Committee choice .
12. Do you have any questions for the search committee?
13. Do you have any additional information that you would like to share with the search committee?

NOTE: Telephone Interview Questions must be different from On-Campus Interview Questions.

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

Rosemary Gray, Ed. D. Vice President
Division of Special Services and Equity

Date: _____

McNeese State University
ON-CAMPUS INTERVIEW QUESTIONS
(Title of Position)
(Title of Department)

SAMPLE SUGGESTIONS:

1. What experience or training have you had that qualifies you for this particular position?
Questions 2 – 11 are Search Committee choice .
12. Do you have any questions for the search committee?
13. Do you have any additional information that you would like to share with the search committee?

NOTE: On-Campus Interview Questions must be different from Telephone Interview Questions.

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

Rosemary Gray, Ed. D. Vice President
Division of Special Services and Equity

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 FSIII.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 (al)” 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

English Fluency Certification Form for New Instructional Faculty

Signed form must be submitted with the Letter of Intent to Employ



Appointee Information

Name: _____

Department: _____

College: _____

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)**

(Must Print on Department Letterhead)

(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/~ 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/>.

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 **(email address)**.

Sincerely,

(Name of Chair)

Search Committee Chair

McNeese State University

APPLICANT EEO DATA FORM

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 the **Vice President for Special Services and Equity, McNeese State University, Box 93248, Lake Charles, LA 70609.**

POSITION TITLE: <input style="width: 90%;" type="text"/>	DEPARTMENT: <input style="width: 90%;" type="text"/>
---	---

Please Print/Type:

Current Date: **Date of Birth:** **Sex:** Male Female

Name:
 Last First

Address (Current):
 Number Street City State Zip Code

Highest Degree Earned:

Ethnic Origin:

Are you Hispanic or Latino? *Check One*

<input type="checkbox"/>	Yes, Hispanic or Latino A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
<input type="checkbox"/>	No, Non-Hispanic or Non-Latino

Race Categories:

What is your race? *Check one or more races to indicate what you consider yourself to be.*

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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."
<input type="checkbox"/>	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.
<input type="checkbox"/>	White A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/>	Other <i>If you check other, also indicate race on following line:</i>
	Race <input style="width: 700px;" type="text"/>

Are you a U.S. citizen? (Check one.)

- U.S. Citizen
- Resident Alien
- Non-Resident Alien

If not U.S. Citizen, country of citizenship

Also, country of residence if different

Are you a veteran? **Yes** **No**

If yes, please check one of the following:

- Special Disabled Veteran
- Vietnam-era Veteran
- Other Eligible Veteran

From what sources(s) did you learn about this vacancy?

McNeese State University Website

HigherEdJobs.com

Newspaper

(Specify.)

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 Vice President for Special Services and Equity at Box 93248; Telephone: Voice (337) 475-5428; Hearing Impaired (TDD)(337) 475-5722; Fax (337) 475-5960.





PRE-EMPLOYMENT BACKGROUND SEARCH PROCEDURE

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 ***Sterling Information Systems, Inc., herein referred to as company***, to conduct the pre-employment criminal history Background Search.

This criminal history Background Search consists of the following components:

- Social Security Number Trace
- County/Parish Criminal History Search/Misdemeanor/Felony Convictions
- State Sex Offender Search
- Office of Foreign Assets Control Search
- Enhanced Nationwide Criminal Search

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.

An **Official Driving Record** may be required under certain conditions. If an employee will drive either their personal vehicle or a university vehicle during the performance of job duties, the Official Driving Record must be obtained and a Defensive Driving Course is required. Hiring Managers should notify Human Resources if a new employee will be driving on university business.

Human Resources will notify new employee and provide instruction and forms to obtain the Official Driving Record and to take the required course. Human Resources will submit information to the Louisiana Department of Motor Vehicles to obtain the Official Driving Record for In-State Driver's Licenses. Employees who have an Out of State Driver's License are required to obtain their own Official Driving Record from the appropriate state. Any fee for this service is at the expense of the employee.

Drug Testing is required for certain positions in accordance with state/federal laws as applicable. Drug Testing must be performed Post Hire/Pre Employment for Safety/Security Sensitive positions. You may view a listing of Safety/Security Sensitive positions on the Human Resources webpage. Human Resources will notify impacted employees and will provide information and forms and set up required drug testing. Results are released to the employee and hiring supervisor.

The Background Search process should be conducted and complete **PRIOR TO AN OFFER OF EMPLOYMENT**. Employment **may not be extended** until Background Search results are obtained and appropriate University personnel have been notified by Human Resources.

To begin the electronic Background Search process, follow steps below:

1. Hiring supervisor submits an e-mail to Jamie Sutherland, Human Resources, at jsutherland@mcneese.edu and copies Charlene Abbott, Human Resources, at cabbott@mcneese.edu on this e-mail.
2. This e-mail should contain:
 - 1) The TITLE OF THE POSITION applying for
 - 2) The NAME OF THE HIRING DEPARTMENT
 - 3) The FULL NAME of the applicant
 - 4) The EMAIL ADDRESS of the applicant
 - 5) The NAME AND/OR CONTACT INFO. of the person to receive resultsEXAMPLE: Athletic Coach, Athletics, John Doe, jdoe@mcneese.edu, send results to Athletic Director at athleticdirector@mcneese.edu
3. Company submits the E-Mail Invitation to Background Search to the applicant who will be provided instructions and information for log in to the website portal to begin the electronic Background Search process.
4. The applicant will be directed to enter the required information and sign with electronic consent, within 24 hours of receipt of e-mail to timely begin process. ***(If employee does not timely complete the process, Human Resources will send a reminder e-mail to employee and the Hiring Supervisor. If electronic process issues occur, Human Resources will direct the applicant to the appropriate paper form.)***
5. Human Resources will electronically receive the Background Search results. Normal processing time is within 24 to 72 hours after submission of information.
6. Clear result report is submitted through e-mail by Human Resources to designated personnel and Academic Affairs. ***(This report does not contain any confidential identifiers and is strictly a report stating that the check is clear and complete. Full results and reports are stored electronically, privately, in Human Resources.)***
7. Not clear result report is submitted to HR Director to review with appropriate University personnel.
8. In the event a candidate for hire does not have computer access, an email should be sent to Jamie Sutherland to request a paper process.

*****ANY ISSUES WITH ELECTRONIC BACKGROUND SEARCH PROCESS SHOULD BE REPORTED TO HUMAN RESOURCES IMMEDIATELY*****

McNeese State University
LETTER OF INTENT TO EMPLOY
4205 Ryan Street
Lake Charles, LA 70609
AA/EEO/ADA

TO: VICE PRESIDENT _____

FROM: _____

DATE: _____

NOTE: 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 Form, three letters of recommendation, requirements for obtaining tenure, an approved Board of Supervisors' Certification Form, and an **official** transcript(s).

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

NAME: _____ SS# _____ APPT. DATE: _____
 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) complete hiring procedures for filling this position on a permanent basis must be followed before the 12-month period has elapsed.

DEPARTMENT: _____ BUDGET PAGE # _____ BUDGET LINE # _____

EDUCATION:

<u>Degree/Date Awarded</u>	<u>Major</u>	<u>Institution</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DEGREE DESIGNATIONS (BUDGETARY PURPOSES)

Bachelor _____ Master's _____ Master's + Hours _____ ABD _____ Ph.D. _____

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 _____

SALARY: _____

COMMENTS: _____

APPROVED:

_____	_____	_____	_____
Department Head	Date	Dean or Director	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 # _____ BUDGET PAGE # _____ BUDGET LINE # _____

JUSTIFICATION: _____

SALARY: _____

Appointee Signature

Date

Department Head

Date

Dean

Date

Vice President

Date

President

Date

**McNeese State University
APPLICATION AND INTERVIEW FLOW CHART
Full-Time, Part-Time, and Visiting Lecturers
(One Flow Chart for Each Position)
(Please Type or Print)**

POSITION TITLE: _____

DEPARTMENT: _____

POSITION NUMBER: _____

DEPARTMENT NUMBER: _____

Date Application Received	List All Applicants (someone who applied for the position and did not later express unwillingness to take position) (Last, First, Middle)	Rejected (did not meet minimum qualifications) Yes/No	Contacted/Failed to Respond Yes/No	Declined Interview Yes/No	In House Test – If Required Pass/Fail	Interviewed T = Telephone C = Campus	Declined Job Offer Yes/No	*Reason for Non-Selection or Hired (Select Number)

*NON-SELECTION REASONS: (Use all that apply)	(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 position (10) Unable to contact (11) Committee/Supervisor Decision (12) Hired
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_____	_____	
Committee Chair	Date	
_____	_____	
Department Head/Director	Date	
_____	_____	
Dean/Administrator	Date	Vice President Office of Special Services and Equity Unclassified Employment Only
		Date

(Must Print on Department Letterhead)

LETTER OF OFFER

(Date)

(Name and Address of Selected Candidate)

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 Supervisor)

Signature

Date

McNeese State University
 4205 Ryan Street
 Lake Charles, LA 70609

EMPLOYEE INFORMATION FORM

McNeese State University assures equal opportunity for all qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disabilities, marital status, or veteran's status.

Complete in detail. Return with hiring notice or Letter of Offer.

1. Name:
 (Print) Last First Middle Social Security Number

2. Address (Current):
 Number Street City State Zip Code

Home Telephone () - Business Telephone () -

3. Date of Birth: / /

4. Sex: Male Female

5. Are you a U.S. Citizen? Check 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 _____

6. Ethnic Origin: There are two categories of federal reporting requirements on ethnicity.

Are you Hispanic or Latino? Check One

<input type="checkbox"/>	Yes, Hispanic or Latino A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
<input type="checkbox"/>	No, Non-Hispanic or Non-Latino

7. Race Categories: There are five categories of federal reporting for race.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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."
<input type="checkbox"/>	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.
<input type="checkbox"/>	White A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/>	Other If you check other, also indicate race on following line:
<input type="checkbox"/>	Race <input type="text"/>

8. Previously employed by the State of Louisiana? Yes No

If yes, total months employed Identify last employing agency

9. Are you a veteran? Yes No

If yes, please check one of the following:

- Special Disabled Veteran
- Vietnam-era Veteran
- Other Eligible Veteran

10. Position applied for:

Department:

College:

11. Are you related to any person who has an employment relationship with the University? Yes No

If "Yes", please list ALL names, departments, and relationships. NOTE: Employment relationships with the University can be paid or unpaid, full time, part time, permanent, temporary, or as a student employee. Use additional paper if you need more space.

Name: Department:

Name: Department:

Name: Department:

Name: Department:

12. How did you find out about this employment opportunity?

- McNeese State University Website
- HigherEdJobs.com
- Newspaper (Specify.) _____
- Other (Specify.) _____

EDUCATION

Check the block for the highest level of education you have completed: *Check One*

- Less than 8th grade
- Completed 8th grade
- Attended high school
- High school graduate or equivalent
- Trade Schools and/or Professional Certifications
- Attended college and/or associate degree
- College graduate
- Attended graduate school
- Master's degree
- Graduate study beyond master's requirements
- Ph.D. or professional degree

List degree, date awarded, major, and institution for any degree(s) earned:

<u>Degree</u>	<u>Date Awarded</u>	<u>Major</u>	<u>Institution</u>

TEACHING EXPERIENCE

FULL-TIME:

<u>Position Held</u>	<u>Dates of Service</u>	<u>Institution</u>

PART-TIME:

<u>Position Held</u>	<u>Dates of Service</u>	<u>Institution</u>

FULL-TIME:

NON-TEACHING EXPERIENCE

<u>Position Held</u>	<u>Dates of Service</u>	<u>Institution</u>

PART-TIME:

<u>Position Held</u>	<u>Dates of Service</u>	<u>Institution</u>

EMERGENCY CONTACT INFORMATION

Name: **Relationship:**

Address: **Telephone Number:**

CLASSIFIED employees **MUST SEND** the Employee Information Form to Human Resources, Box 91615, MSU, Lake Charles Louisiana 70609.

UNCLASSIFIED employees **MUST SEND** three letters of recommendation, an official transcript(s) of all college credit, and the Employee Information Form to the Vice President for Academic Affairs, MSU, Box 93220, Lake Charles, Louisiana 70609.

VISITING LECTURERS (VL) MUST SEND an official transcript(s) of all college credit and the Employee Information Form to Academic Affairs, MSU, Box 93220, Lake Charles, Louisiana 70609.

GRADUATE ASSISTANTS (GA) MUST SEND an official transcript(s) of all college credit and the Employee Information Form to Academic Affairs, MSU, Box 93220, Lake Charles, Louisiana 70609.

Employees may be terminated if documentation necessary to complete the personnel file is not received. Any falsification of information or failure to provide essential information will be cause for disqualification or dismissal.

Signature: _____ **Date:** _____

(Must Print on Department Letterhead)

(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