

Steps for hiring Unclassified, Other Academic & Administrative Faculty Positions

Unclassified - members of the staff defined as administrative officers and employees in positions specifically **not** classified as Louisiana state civil service position types. Unclassified positions can be exempt or non-exempt as defined by the approved position description. Unclassified positions can be exempt or non-exempt as defined by the approved position description.

Other Academic - members of the academic staff below the rank of Instructor or equivalent and other personnel with academic responsibilities not holding faculty rank positions (Ex: Research Associate, Clinical Associate, Research Specialist, Staff Scientist, Library Associate, etc.) Other Academic positions can be exempt or non-exempt as defined by the approved position description.

Administrative Faculty – faculty with administrative duties, either for programs or employees, as part of role. Faculty members holding the position of Dean, Assistant/Associate Dean, Program Director, etc., require a position description. Faculty positions are always exempt.

Exempt – paid according to monthly payroll calendar.

Non-exempt – paid according to bi-weekly payroll calendar.

Recruitment

Create/update position description in PeopleAdmin [PeopleAdmin](#) (use single sign-on). [PeopleAdmin Unclassified, Other Academic & Faculty Position & Posting Guide](#). Resource Guides available for all PeopleAdmin processes: [PeopleAdmin Training Resources \(lsuhsc.edu\)](#).

Position description requires update if there are changes in title, duties, reporting, qualifications, or salary range.

1. Route position description and requisition to fill for Departmental and Administrative approval (process workflow pre-defined in PeopleAdmin Position Management module.)
 - The salary range of position request must correspond with grade provided by HR Compensation at the percentage at which the position is being filled.
2. Once position description and position requisition are approved, posting request is initiated by Talent Acquisition/Operations Team and posted to LSUHSC Career Opportunities page. Duties and qualifications must correspond with duties and qualifications on the approved position description.
 - Position posting required if the position is greater than 180 days and above 75% effort.
 - The hiring department is responsible for posting the required external posting with at least one external source.
 - All positions must be posted for a minimum of 14 calendar days (unless ad waiver is submitted and approved by HRM/Administration see forms page, TA/OPS section: [Ad Waiver Request Form](#))
3. The hiring department reviews applications and enters appropriate disposition codes for all applicants selected for interview and non-selected applicants in the Applicants tab of PeopleAdmin. For selected applicants, phone/campus interviews should be conducted. Ensure

the candidate meets the approved minimum qualification for position prior to scheduling any type of interview.

4. Once a finalist is selected, and the minimum posting period has been satisfied, the hiring department processes a **Recommended for Hire disposition & submits a Hiring Proposal**, including proposed salary offer, for HRM - Compensation, Departmental and Administrative review & approval in PeopleAdmin.
5. Ensure selected candidate has cleared LAHEFSA screening (if applicable see [Louisiana Higher Education Foreign Security Act \(LAHEFSA\) \(lsuhsc.edu\)](#), [LAHEFSA Research and Research Support Screening Form 2023-2024 \(lsuhsc.edu\)](#)).
6. Offer cannot be made prior to **Approved to Make Offer** response is returned via PeopleAdmin.
7. If the hiring department wants to go above the **HR Recommended Salary Range**, a written justification must be reviewed & approved by Dean/Division Head **prior** to making the offer.
8. The department should draft an offer letter signed by the supervisor or hiring authority. After the candidate returns the signed offer letter, hiring department should immediately upload signed offer letter and hiring proposal funding sheet to hiring proposal and update the finalist's disposition to **offer accepted**.
9. Update to **Offer Accepted in PeopleAdmin is required** for notification to be sent HRM to initiate criminal background check.

Pre-employment Requirements

To be completed and cleared prior to start date:

1. Pre-employment criminal background check - initiated by HRM TA/OPS once hiring proposal updated to **Offer Accepted** by department.
2. Pre-employment drug screening if appointment is 100% effort – initiated by hiring department.
 - o [Drug Testing Program \(lsuhsc.edu\)](#)

The following forms are required signed and returned by candidate prior to scheduling pre-employment drug screening appointment:

- o [Post Job Offer Drug Testing Instructions for Job Candidates & House Officers](#)
 - o [Agreement To Submit to Alcohol and/or Drug Test](#)
3. Confirmation of required educational credentials as defined by approved position description prior to start date. Submit *Notification and Authorization for Release of Information for Educational Background Check* [Authorization for Release of Educational Background](#) to recuitalent@lsuhsc.edu to be verified with the National Student Clearinghouse. See forms page, TA/OPS section: [Forms \(lsuhsc.edu\)](#).

***If college/university does not participate with the National Student Clearinghouse, an **official transcript** (sent directly from Institution to HRM) is required to be submitted by employee prior to start date.

Faculty positions require an official transcript of terminal degree be submitted directly to HRM.

*** An official foreign transcript evaluation stating what the earned degree is equivalent to in the United States is required for foreign credentials conferred outside the United States received/approved by TA/Ops prior to start date.

Official transcript can be sent via e-script to: recuittalent@lsuhsc.edu

Or by mail to:

LSUHSC-NO

433 Bolivar Street

6th Floor – Human Resources

New Orleans, LA 70112

4. The department is responsible for obtaining all credential(s) required for the position, such as but not limited to licensure(s) and certification(s). Submit all credentials to HRM with the new hire paperwork.
5. The hiring department conducts and completes reference checks.

Pre-employment Requirements for Internal Employee

1. Department and Administrative approval of hiring proposal and salary offer obtained via PeopleAdmin prior to offer being made to candidate.
2. The hiring department conducts and completes reference checks.
3. Appointments to/from Gratis, Student Worker, Graduate Assistant, Fellow, Intern, House Officer or Classified to Unclassified, Other Academic or Faculty require a termination and rehire. Appointments to/from Unclassified, Other Academic or Faculty to Unclassified, Other Academic or Faculty DO NOT require a termination and rehire.
4. Confirmation of required educational credentials as defined by approved position description prior to start date. Submit *Notification and Authorization for Release of Information for Educational Background Check* [Authorization for Release of Educational Background](#) to recuittalent@lsuhsc.edu to be verified with the National Student Clearinghouse.
5. If there is no break in service (and employee was already at 100% effort) a new pre-employment drug test clearance is not required, otherwise a pre-employment drug test clearance is required prior to start.
6. If there is no break in service, a new criminal background check is not required, otherwise a new criminal background check is required prior to start.
7. If going to/from bi-weekly to monthly start date must coordinate with bi-weekly payroll calendar and cannot be completed retroactively.

Submit to TA/Ops (internal employees):

1. Completed hiring proposal funding sheet (physical copy sent via campus mail, **not only** an upload in PeopleAdmin).
2. Signed offer letter (physical copy for employee file, **not only** an upload in PeopleAdmin).
3. Educational credentials confirmation.
4. Criminal background check clearance, if required.
5. Pre-employment drug test clearance, if required.

Onboarding

1. Checklists: [Unclassified and Other Academic New Hire Checklist.pdf \(lsuhsc.edu\)](#); [Faculty New Hire Checklist.pdf \(lsuhsc.edu\)](#)
2. See New Hire forms for all employment types: [Instructions for New Hires \(lsuhsc.edu\)](#)

3. Complete I-9 form in Hire Right – section one must be completed by employee no later than first day of work, section two certification must be completed by employer (department) not later than third day after start (must view original I-9 supporting document(s) in-person and upload to Hire Right) Guides:
 - [Hire Right Training Guide](#)
 - [I-9 Hire Right Supervisor Training Guide](#)
4. Once new hire packet is received by HRM (deliver to 6th floor RCB, Room 603) a member of TA/Ops recruittalent@lsuhsc.edu team will confirm receipt & advise of any missing requirement/documents and confirm start date for new employee.
5. A member of Talent Development team TalentDevelopment@lsuhsc.edu will email new employee and supervisor the date and details of their New Employee Orientation date.
6. Once new employee is entered in the PeopleSoft system, a member of TA/Ops team will notify the hiring department.
7. The hiring department is able to request access with Information Security once new employee has been entered in PeopleSoft.
8. New employees on the downtown campus can obtain their ID badge in room 603 (RCB, 6th floor) following overnight processing in PeopleSoft. New employees on the Dental School campus can obtain their ID badge in room 2211, following overnight processing in PeopleSoft.
9. New employees on the downtown campus can take a copy of their driver's license and vehicle registration to the parking office on the first floor, room 102 (RCB) to obtain parking permit for LSUHSC downtown garages. New employees on the Dental School campus can take a copy of their driver's license and vehicle registration to the parking office, room 2102, which is open Tuesday and Thursday from 8:00am-3:30pm.

Questions regarding Benefits selections can be directed to nohrmbenefits@lsuhsc.edu.

Governing policies:

[PM 55 - Equal Opportunity Policy \(lsu.edu\)](#)

[CM-71 - Background Inquiry Policy \(lsuhsc.edu\)](#)

[CM-38 - Substance Abuse Policy \(lsuhsc.edu\)](#)

[PM- 33 - Drug-Free Workplace and Drug Testing Policy \(lsu.edu\)](#)

[CM -34 - Required Credentials for Employment \(lsuhsc.edu\)](#)