

Steps for Hiring Non-Benefited Academic Personnel

(To be non-benefited, the employee must be less than .5 FTE or, if more than .5 FTE, must have an appointment period of less than six (6) months.

Postdoctoral Associates and temporary part-time Lecturers need not go through the regular advertising process. If a position is not advertised, do steps 1, 2, 9, 10, 12, 13, 14.

1. Contact your dean's or director's office for additional internal requirements specific to the position and division.
2. Complete and submit a **Faculty or Academic Professional Recruitment Authorization** form to Academic Affairs.
http://uwadmnweb.uwyo.edu/acadaffairs/forms/Recruit_auth_for_fac_nov_2006.doc
http://uwadmnweb.uwyo.edu/acadaffairs/forms/Recruit_auth_for_AP_nov_2006.doc
3. Complete a **Job Requisition Administrative/Faculty/Academic Professional** (HR PS-13).
<http://uwadmnweb.uwyo.edu/hremployment/PS-13.doc>
4. Obtain approval of the advertisement from Faculty Immigration Coordinator (FIC) before submitting form to the Employment Practices Office (EPO). FIC initials on the **Job Requisition** or an email message attached to the form will indicate approval.
5. Prepare a **Search Plan** * and submit with **Job Requisition** to EPO.
6. Send an **Applicant Letter** * and **EEO Form*** to every applicant.
7. Submit the **Telephone Compliance Report** * to EPO prior to conducting telephone interviews.
8. Submit **Compliance Report Part I** * to EPO prior to conducting on-site interviews.
9. Every applicant must fill out **Disclosure and Certificate of Applicant** (HR PS-14) or **Non-Benefited Application** (HR) before or at the time of the interview.
<http://uwadmnweb.uwyo.edu/hr/hrformspage.asp>
 - If a crime is disclosed on the form, contact your dean or director
10. If interviewing an international candidate, schedule a time for the Faculty Immigration Coordinator to meet with the candidate.
11. Submit **Compliance Report Part II*** to EPO prior to offering the position.
12. Give the candidate an **Offer Letter**.
 - Include a copy of the **Supplementary Information to Accompany Offer Letters**, which can be found on the Academic Affairs website at:
http://uwadmnweb.uwyo.edu/acadaffairs/policystatements/Sup_info_Offer_Letters.doc
13. If an international candidate accepts the offer, provide the Faculty Immigration Coordinator with the candidate's contact information immediately (to ensure appropriate work authorization is obtained in advance of the proposed start date).
14. Submit completed **Non-Benefited Hiring** form (HR PS-2) in accordance with the instructions and checklist on the form, with following attachments:
 - Copy of Social Security Card (department personnel must make the copy)
 - I-9 (if international employee, the I-9 must be filled out in person at the HR office)
 - Disclosure and Certificate of Applicant or Non-Benefited Application
 - Direct Deposit
 - W-4
 - Post Offer form (HR PS-12)
 - Copy of offer and acceptance letter

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* Visit *Employment Practices Office* website for additional information and forms at:

http://uwadmnweb.uwyo.edu/EmploymentPractices/Faculty_Administrative_Searches.asp

Contact Information:

Academic Affairs

Old Main 312

766-4286

Mailing address for transcripts -

Dept 3302, 1000 E University Ave.,

Laramie, WY 82071 (Attention: Dawn Gould)

<http://uwadmnweb.uwyo.edu/AcadAffairs/>

Employment Practices Office

Old Main 402

766-3459

http://uwadmnweb.uwyo.edu/EmploymentPractices/Faculty_Administrative_Searches.asp

Faculty Immigration Coordinator – Carrie Hesco

International Programs

Knight Hall Room 248

766-3638

chesco@uwyo.edu

Human Resources

Wyo Hall 139

766-2215

<http://uwadmnweb.uwyo.edu/hr/default.asp>