



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: April 17, 2019
Next Review Date: April 17, 2024

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, Provost, Vice Provosts, and Academic Deans. The President, Vice Presidents, Provost, Vice Provosts, and Academic Deans 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 [*Payroll Change Notice \(PCN\)](#) to notify us that an employee is leaving.

Assess Position

Use this [Hiring Manager Intake form](#) as a tool to evaluate your timeline of hiring and what qualifications are desired for an applicant. Use of this form is optional.

Approval to Hire

The department head will complete an electronic [*Approval to Hire](#) form including justification for the new or vacant budgeted position and obtain signatures up to the President, Vice Presidents, Provost, Vice Provosts, and Academic Deans. The Finance/Budget Office will verify funding and approve dates of employment.

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.

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 Employment Webpage](#). Jobs are posted for a minimum of ten business days before candidates are selected. The hiring manager will receive a link to their job posting along with instructions on how to move through

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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 Employment Webpage](#). The department pays for advertisements in local newspapers and other desired publications and websites. The Provost's office will pay for CCCU advertisement for faculty position. Staff positions (directors and above) and faculty positions will be posted on the Inside Higher Ed Careers site to include two Diversity websites partnered with Higher Ed Careers. The advertising content for job postings should be approved by Human Resources. The hiring department supplies the publication information for any other sites to post the position and pays for advertisements. Links to the SNU Employment Opportunities page will be displayed on the SNU Alumni website as well as distributed through the SNU Church Relations Newsletters to the Nazarene Churches sent monthly fall and spring semesters. Advertisements will include the SNU Non-Discrimination Statement with the Equal Employment Opportunity language.

Application Screening

All 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 Provost, Vice Provosts and Academic Deans.

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. Only applications received through the job posting on the [SNU Employment 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, Provost, Vice Provosts, and Academic Deans and the Human Resources Department for EEO compliance.

Search Committees

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Unless otherwise determined in advance, the search committee (if one is appointed) or department chair conducting the search should present a short list of two to five names of acceptable candidates, unranked, to the Vice President, Provost, Vice Provost, and Academic Deans 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 and notes on candidates' answers for faculty and staff positions will be maintained for each interview conducted and submitted to Human Resources before a job offer may be extended.

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.

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Hiring committees or hiring managers must schedule all Faculty and Director level and above candidates to be interviewed with our VP of Intercultural Learning and Engagement and Chief Diversity Officer or a designated representative. Additionally, all Faculty and Director level and above Candidates will also meet with the current chair of the Theology department, past chair of the Theology department, or Dean of the Chapel 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, Provost, or Vice Provosts of the division. The Vice President, Provost or Vice Provosts 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 an approval to hire is submitted and the job offer extended for staff positions. The hiring manager will make all job offers for staff positions after the Approval to Hire has completed the approval process.

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The Provost's 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 will need to submit the Approval to Hire and complete the approval process before job offers are extended. Human Resources determines when the position is closed.

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 will be notified by Human Resources. Departments need to contact anyone they have had communication with that was not selected, thanking them for their time and interest and stating that the position has been filled, without providing any further details. Reasons for non-selection must not be discussed.

Orientation

On or before the first day of employment, the new employee must complete employment eligibility forms in the Human Resources Office as required by Federal law. New employee orientation will be conducted in the Human Resources Office by the Benefits Coordinator.

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.