

FACULTY POSITION BECOMES VACANT

- Supervisor reviews job description for possible changes – get with HRM if changes are needed.
- Supervisor writes memo for approval from administration to fill position.
- After approved by Budget, Vice Chancellor, and Chancellor contact HRM to begin advertising on LSUA website, etc. Send HRM a copy of the position announcement. The fees for advertising will also need to be approved by Budget.
- Applications are sent directly to the department. These should include resume, 3 letters of recommendation, English fluency, and transcripts. Upon hire, HRM will need a copy of their resume, 3 letters of recommendation, English Fluency and all official transcripts.
- Department and Vice Chancellor then interview their selections.
- They can then make a tentative job offer pending a clear background check. Have the top candidate complete a background check form and return to LSUA HRM office. Once the background check is clear, the employee can be contacted to set the hire date. Contact the Chancellor's office and HRM with all pertinent information.

At that point, another memo needs to be submitted to administration requesting the specific person with title, pay, account number and effective date of hire.

The contract letter is then completed by the Chancellor's office. The new hire will return the signed contract letter to Chancellor's office.

HRM will need a copy of their job description and an updated organization chart.

On or before employees first day of hire they need to go to HRM to complete a packet with a picture ID and Social Security card.