

PRE-EMPLOYMENT PROCEDURES

The Dean's Office of the LSU School of Medicine will assume responsibility for many of the pre-employment processes for faculty, unclassified, and classified employees effective July 1, 2010. These responsibilities will be coordinated by the Office of Faculty and Institutional Affairs. Hiring of student workers and graduate students will still be handled by the departments. Faculty and Institutional Affairs will continue to coordinate visits for Department Head-level recruits and some other senior level positions.

New Hire Process:

1. To initiate the New Hire process – either filling a vacancy or creating a new position, the department will electronically submit the following:
 - a) Draft Per 1 with all information required on a Per 1 completed, including funding sources
 - b) Justification for the request, including the duties of the position
 - c) Documentation of funding commitment (hospital routing sheet or letter of commitment)
 - d) Draft advertisement and specialty-specific print or online sources the department typically uses for advertising
 - e) The chart-string information to be used for charging ads and other recruitment expenses

For Clinical Faculty and Non-Academic Unclassified Staff (i.e., Business Managers, ABMs, Coordinators) positions – submit information to Cathy Torres.

For Basic Science Faculty, Academic Unclassified Staff (i.e., Post-doc fellows, Research Associates), and Classified positions – submit information to Karen Eigenbrod.

2. Schedule a meeting with the appropriate contact in the office of Faculty and Institutional Affairs if needed for clarification of faculty and staff needs.
3. If required, the Position Description (PD) will be prepared by Faculty and Institutional Affairs. The Per 1 will be finalized by Faculty and Institutional Affairs and returned to the Department for signature, along with the PD (if required). The Department is to return the Per 1 and PD to Faculty and Institutional Affairs for routing.
4. Faculty and Institutional Affairs will submit and track approvals of all Per 1s and PDs.
5. Upon Vice Chancellor for Administration and Finance (VCAF) approval of the Per 1, Faculty and Institutional Affairs will finalize the ad (to be approved by department), obtain EEO-1 approval from HR, and place ad in appropriate locations.
6. CVs and resumes will be collected by Faculty and Institutional Affairs and forwarded to the department for review.

7. The department will select the candidates to be interviewed, and submit a list to Faculty and Institutional Affairs along with a proposed list of the institutional representatives with whom candidates will interview (either by telephone or in person). Particularly in the case of faculty recruitment, Faculty and Institutional Affairs may suggest additional interviewers for the candidates. The final itinerary will be submitted to Faculty and Institutional Affairs.

8. The department will contact each candidate to be interviewed, prepare the itinerary, schedule interview appointments, and coordinate travel arrangements and process reimbursements. Keep in mind that all faculty candidates – regardless of rank – must interview with Dr. Letourneau and/or Dr. Nelson and therefore, out of town candidates must consider this factor when determining possible interview dates.

9. Once a candidate is selected, the Letter of Offer (LOO) will be prepared by Faculty and Institutional Affairs. Details of a faculty recruitment package will be tailored to the candidate and will need to be discussed with the Faculty Affairs staff preparing the offer. Electronic drafts will be reviewed and edited by the Department Head and Dr. Letourneau. After signature by the Department Head, the LOO will be routed for approval. When submitting the LOO signed by the Department Head to the Office of Faculty and Institutional Affairs, the department will also need to include a completed courier slip for use when sending the finalized LOO to the candidate.

10. Faculty and Institutional Affairs will send out the approved LOO along with a link to the hire documents on the HR website. Completed hire documents and the Acceptance of Offer will be returned to Faculty and Institutional Affairs.

If a visa is required, Faculty and Institutional Affairs will prepare the initial application and correspond with the candidate for the necessary documents. Faculty and Institutional Affairs will work with the department to get the required notices posted at each work location. Applications for extension of visas will be handled by the department.

11. For clinical faculty and staff, the department will be responsible for obtaining all required hospital, LSUHN, or other credentialing, and will route the malpractice verification request form. Verification that credentialing is complete and that the individual is approved to provide services on the date of hire will be required prior to routing of the hire packet. Delays encountered in the credentialing processes should be communicated to the Faculty Affairs staff.

12. Faculty and Institutional Affairs will schedule drug testing and receive screening results.

13. Faculty and Institutional Affairs will prepare the Per 2 (will require department signature), hire packet, and EEO-1, and will route the hire documents.

14. The department will be responsible for scheduling employee orientation and submitting the Per 3 for Faculty Income Plan supplements.

Other Faculty/Staff Processes:

The Office of Faculty and Institutional Affairs will also handle preparation and routing of the following:

- Gratis Faculty appointments
- Letters of reassignment and/or transfer
- Letters of non-reappointment
- Letters rescinding notice of non-reappointment

Summary of Responsibilities:

Department

- Initiate hire process by submitting required documentation.
- Review CVs/resumes and determine which candidates will be interviewed; submit list of candidates to be interviewed to Faculty and Institutional Affairs along with proposed list of the institutional representatives who will interview candidates.
- Coordinate interviews – schedule appointments, prepare itineraries, make travel arrangements, process reimbursements.
- Select candidate to be hired.
- Provide completed shipping label for Federal Express (or current state contracted courier)
- Handle credentialing for clinical personnel and verify that all necessary credentialing is complete prior to hire; route malpractice verification forms.
- Schedule employee orientation.
- Submit per 3 for FIP supplement.
- Process renewal/extension visa applications.

Faculty and Institutional Affairs

- Finalize Per 1 and PD (when required), obtain dept signatures, and route for approval. Receive approved Per 1s from HR.
- Finalize and submit advertisements to various posting locations; track advertising efforts
- Receive and conduct preliminary screening of all CVs and resumes.
- Review list of candidates selected for interview by department and list of people who will meet candidates; suggest additional interviewers as needed.
- Prepare LOO for selected candidate and route for approval. Send approved LOO to candidate with link to hire packet documents. Receive signed Acceptances and hire documents from candidates.
- Prepare initial visa applications when required.
- Schedule drug screen and receive results.
- Prepare Per 2, EEO-1 and route completed hire packet.
- Prepare gratis LOOs and hire packets
- Prepare letters of reassignment and/or transfer, notices of non-reappointment, and letters rescinding notices of non-reappointment
- Provide scanned copies of employment packets and visa documents to the departments when recruitment and hiring are completed.