## Approving/Declining a Faculty Hiring Proposal (Offer) – Dean

Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS)
If you want to make changes, you must hit SAVE.

When an offer is ready for review, an email notification will be sent. This email will contain general information related to the role. Click **"Click here"** to be directly to the offer within Talent Acquisition System.
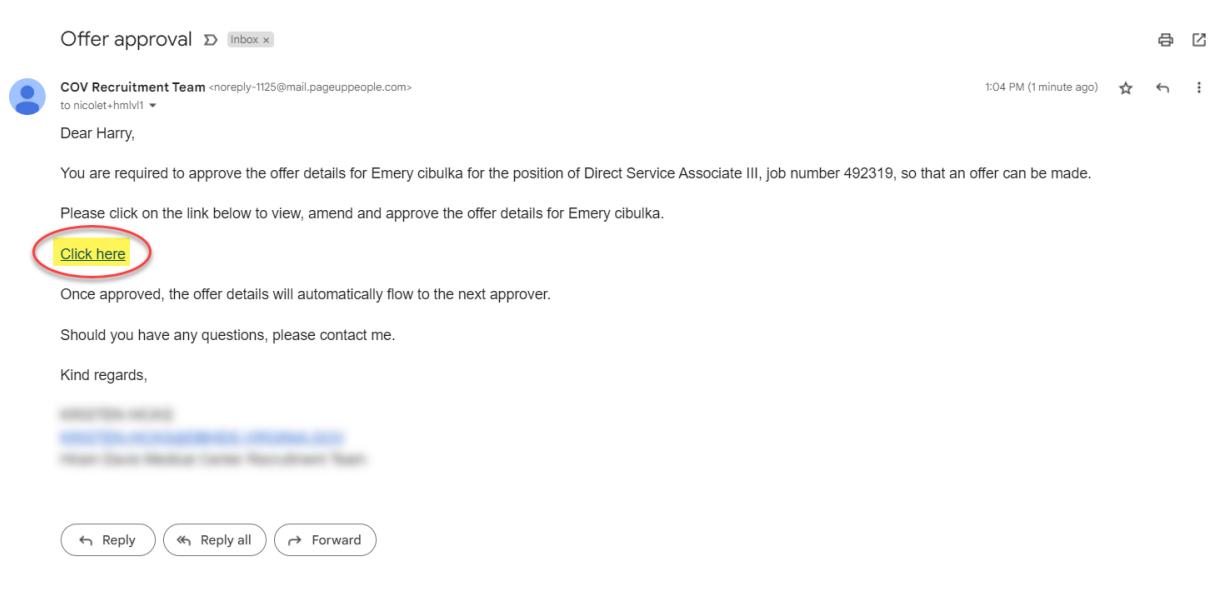
PageUp will direct the user to *My Offers* screen, click *View* against the applicable offer. <u>**Note:**</u> Pending offers can be found in *Manager Activities* section (Recruiter Dashboard) or *Offer* tile (Hiring Manager
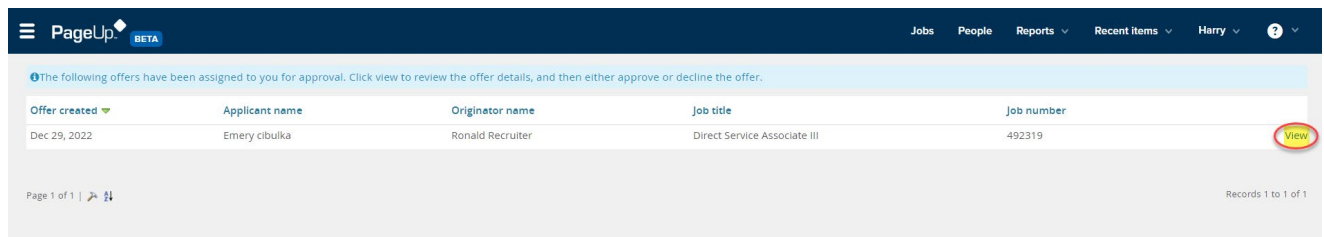
Dashboard).

Review all fields completed on the Offer Card.

==**The information entered in this section must be carefully entered and can impact data integrity for new or existing hires. If incorrect, could cause job not to load and potentially impact pay for the employee.**==

1. ***FLSA and Appointment Status*** section, complete the following fields only if not already populated or incorrect:
   a. **FLSA Status**
      i. Exempt
      ii. Non-Exempt
      iii. EFLSA
   b. **Appointment Base**
      i. Annual – 12 month appointment
      ii. Academic – 9 month appointment
   c. **Appointment Full-time Equivalency**
      i. A unit of measurement that represents the number of full-time hours an organization's employees work.
   d. **Hours Per week**
      i. The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs. An employer with a 35-hour workweek would simply divide the employee's scheduled hours by 35 to determine the FTE. For example, an employee scheduled to work 21 hours per week would be 0.6 FTE when the full-time workweek is 35 hours.

2. **FACULTY – Complete only for Faculty Hires**
   a. The following fields should be left blank for staff hires
   b. **Primary Activity**
      i. IRP – Instruction Combined with Research/Public Services
      ii. PIC – PI-Exclusively for Credit
      iii. PIE – PI-Exclusively for Non-Credit
      iv. PIB – PO-Combined Credit and Non-Credit
      v. PR - Primarily Research
      vi. PS – Primary Public Services

    c. **Rank**
- i. Instructor
- ii. Assistant Professor
- iii. Associate Professor
- iv. Professor

    d. **Tenure Status**
- i. Non-Tenure Track
- ii. Tenure Track
- iii. Tenured

    e. **Tenure Review by Date**
- i. Faculty members with previous teaching and advising (or its equivalent), service, extension, outreach, scholarly, and/or administrative experience at another institution may have some or all of that experience taken into consideration on appointment at NMSU. ARP 9.23

    f. **Tenured Date**
- i. If the faculty member is tenured, enter the date.

    g. **Years Service Credit**
- i. Faculty members with previous teaching and advising (or its equivalent), service, extension, outreach, scholarly, and/or administrative experience at another institution may have some or all of that experience taken into consideration on appointment at NMSU. ARP 9.23

    h. **Start Up Funding**
- i. Negotiated at time of offer, vary dependent upon department and budget availability.

3. **Salary**

    a. **Recommended Hourly/Salary**
- i. Enter the recommended hourly or salary rate for the new employee. Ensure that the amount meets the minimum of the pay scale
- ii. Must be annualized rate based on appointment type and FTE

    b. **Approved Hourly Rate**
- i. Will be filled in by Dean for Faculty and HRS for Staff
- ii. Ex. 15.00 or 15 is acceptable

    c. **Approved Annual Salary**
- i. Will be filled in by Dean (Faculty) and HRS (Staff)
- ii. College/Division is responsible for equity review for faculty hires

    d. **Comments**
- i. Enter comments as applicable for the hire

4. **Position Information**

    a. **Position Job Title**
- i. Should auto populate and match posting

    b. **Reports To Manager**

      i. Required field, click on the magnifying glass and select

      ii. This will populate on the offer letter

  c. Pay Level

      i. Will auto populate, do not change

  d. Classification Code (PCLS)

      i. Will auto populate, do not change

  e. Employee Class (ECLS)

      i. Will auto populate based on the posting. May be confirmed in NBAPOSN.

  f. **Start Date:**

      i. Enter the start date of the position. The applicant should be contacted to confirm what their earliest start date should be "if" they were to be offered the position. Start date is recommended to be the beginning of a payroll cycle, 1st or the 16th of the month. The start date should **never** be on a NMSU holiday.

      ii. Always best to push the start date to a future date. The start date must be after approval from the Dean (Faculty) or HRS (Staff).

      iii. For faculty appointments, follow the academic calendar

      iv. The start date cannot be changed after the hiring proposal has been approved.

  g. End date if applicable

      i. TERM appointments must always have an end date.

      ii. End dates must be at least six months for TERM appointments.

5. **Internal HR/Dean Processing ONLY - the information entered in this section must be carefully entered and can impact data integrity for new or existing hires. If incorrect, could cause job not to load and potentially impact pay for the employee.**

  a. HR(Staff) or Dean(Faculty) will complete this section

  b. Hiring Action Reason (JCRE):

      i. HR09C-Hire, REG to REG 9 Mo

        1. This should be used for a current regular 9 month STAFF member going to a regular 9 month STAFF position.

        2. This should <u>NOT</u> be used for Academic Faculty.

      ii. HREG09-Hire,New REG 9Mo

        1. This should be used for a new to NMSU regular 9 month staff position.

        2. This should <u>NOT</u> be used for Academic Faculty.

      iii. HREGC-Hire, Continuous REG to REG

        1. For situations where current regular employee is hired into a regular position the job change reason will be HREGC if there is no break in service.

        2. If a TERM employee is being hired into a regular NMSU job then the Hiring Action Reason (JCRE) will be HREGC.

      iv. HREGN-Hire, New REG

        1. This should be used for a new to NMSU regular position

      v. PROMO-Promotion

1. This should be used for an internal promotion of a current regular NMSU Staff or Faculty member (regular to regular)
     vi. **TRANS-Transfer,Lateral**
        1. This should only be used with authorization by NMSU HRS.
  c. **Primary Indicator**
     i. Primary
        1. This should ALWAYS be selected on the drop down
     ii. Secondary
        1. Do not select Secondary
     iii. Overload
        1. Do not select Overload
 d. **Banner Effective Begin Date: Please refer to table below**

ECLS	Employment Base	Jobs Effective Date
A1, A2		If personnel date day = 1st-15th, then 1st; if personnel date day = 16th-EOM, then 16th **For beginning of the Fall semester should be 8/16/XXXX. For beginning of the Spring semester should be 1/1/XXXX.** **If staring outside of the semester dates, the Job Effective Date and the Personnel Date should be the date the employee started working.**
B1, B2		personnel date
E1, E2, E6, E7	Annual	personnel date
	Academic	If personnel date day = 1st-15th, then 1st; if personnel date day = 16th-EOM, then 16th
N1, N2, N6, N7		personnel date

  e. **Banner Effective End Date: Please refer to table below**

ECLS	Employment Base	Jobs Effective Date
A1, A2	Academic	If term personnel date is 1st-15th, then 15th of month. If term personnel date is 16th-end of month, then the last day of month.
B1, B2	Annual	personnel date
E1, E2, E6, E7	Annual	personnel date
	Academic	personnel date
N1, N2, N6, N7		personnel date

    f. **Aggie ID**
        i. Enter the Aggie of the employee, if applicable
    g. **Required Background Check** (yes or no)
        i. If no background check on file – process background check – confirm via PPACERT – **SELECT YES**
        ii. If background check on file
            1. Is the grade the same? If so, a background check on file is sufficient – **SELECT NO**
            2. Is the position at a higher grade or a central position with higher access? - **SELECT YES**
            3. Has the employee had a break in service? Has been over a year since the background check?– **SELECT YES**
            4. If the background check was run within the last 12 months – **SELECT NO**

6. **Other Offer Details**
    a. **Employee Relocating** (yes or no)
    b. **Relocation allowance**
        i. if yes is selected in "Employee Relocating" , fill in this field

7. **Source of Additional Funding**
    a. Enter the Source of Additional Funding for salaries exceeding the budgeted amount.

8. **Budget Information**
    a. Only for use by College of Ag (ACES)/PSL
    b. Only one Fund, Index and Percentage may be entered
    c. Enter the Fund, Index and Percentage to show actual salary account if different from the budgeted account (i.e. clearing accounts). Note: this action only changes the job funding source (noted on Banner NBAJOBS) and does not change the position funding (noted on Banner NBAPOSN). Changes to the position funding will need to be approved by the Budget Office. Verify no % sign is used. There should be six (6) digits in the index and fund.

9. Once the offer has been thoroughly reviewed, click Approve or Decline based the review.
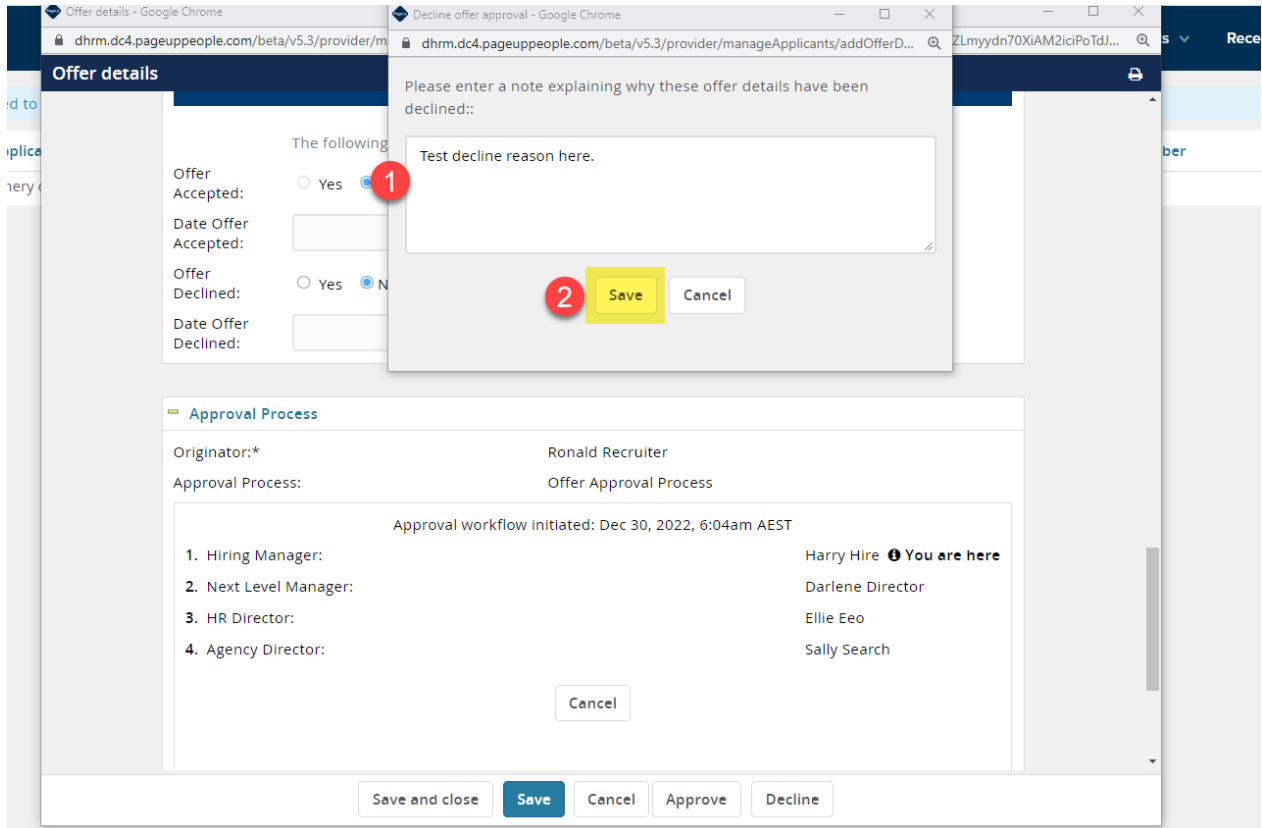
a. <u>Approve:</u> Triggers a notification to the next approver to act. Upon the last approval, an approval notification will go out to the Originator (Recruiter).

b. <u>Decline:</u> Triggers additional action to take, then will trigger the Originator to update based on feedback provided.
    i. Provide reason for decline.
    ii. Click Save.