Fixed-term Faculty Appointments

New Faculty Appointments

When hiring a fixed-term faculty appointment:

1. The department works with their Human Resources Business Partner to create a pooled or a specific posting.

2. Post the job opening to the eJobs applicant portal or send a link directly to an internal applicant.

3. The applicant submits an application through the eJobs posting.

4. The Applicant Reviewer will process the application to "Request to Hire". The applicant will receive an email with instructions to complete additional questions on their application including social security number. This information is viewable only by Human Resources. Contact the applicant regarding the post certification process to let them know that this process is valid and secure.

5. When the applicant resubmits the application, the application will move to Recommend to Hire and the Hiring Manager will receive an email to start the hiring proposal.

6. From the candidate's application, select Start a Faculty Hiring Proposal or Start a Health Science Faculty Hiring Proposal. Complete the required fields and <u>enter the contract End Date</u>.

7. Enter the special conditions if applicable. This includes, but is not limited to, FTE (employment less than 100%), ETSU stipends, stipend pay schedule (lump sum or monthly installments), and other employment stipulations. The contents in this field will populate in the contract.

8. Optionally add the hiring proposal to your Watchlist to monitor the approval process.

9. When the appointment has been approved, Human Resources will send the appointment contract to the candidate electronically. The Hiring Manager will receive an email when the candidate has signed the contract. The department can return to the Employment Contract tab and view or print the signed offer.

10. When the hiring proposal has been approved, it will move through the processing steps of the workflow.

    • **Personnel**—new hire will receive contract to be signed electronically. Hiring Managers can view the completed/signed contract in eJobs.

    • **HR-Pre-employment**—new hire will receive an email to complete required hiring paperwork. A hiring proposal will stay in this state until the hiring paperwork is complete.

    • **HR for Processing**—new hire has completed hiring paperwork, hiring proposal has been submitted to HR Coordinator for processing. New hire is approved to begin working.

    • **Payroll**—HR Coordinator has processed contract. Hiring proposal has been sent to Payroll for final processing.

    • **Hired**—Payroll processes the employee to Banner and moves the hiring proposal to Hired.

11. Hiring managers should begin onboarding for the new hire. See the Onboarding for Success toolkit for details.

Faculty Renewals

Renewals are required only after the end of the previous contract (e.g. after 3 years if the previous contract was 3 years). Hiring managers and the department chair can view a report from eJobs with the faculty start and end dates from the Home tab in eJobs under My Reports > Faculty Hire Start and End Dates.

When renewing a fixed-term/temporary faculty appointment:

1. In eContracts, create a Faculty Renewal Contract or COM Faculty Renewal Contract under the "New" tab.

2. Locate the employee in the "Person Search" field using the format "Last name, First" or search by their E# then hit "Select" to import their current contract data.

3. Complete page 1 including the names of the contract approvers and select Submit. [See Contract Renewal Workflow Guidance in Appendix 1]

4. Data from the current appointment will pull in automatically from Banner. Review the data and update as needed.

5. Enter the start and end dates for the new contract.

6. Enter additional compensation if applicable and the Total Compensation. Enter this stipend earn code in the **Reason for 'Other'/Comment** box if applicable.

7. Review labor distribution (account information) and modify as needed.

8. Enter the special conditions. This includes, but is not limited to, FTE (employment less than 100%), ETSU stipends, stipend pay schedule (lump sum or monthly installments), and other employment stipulations. The contents in this field will populate in the contract.

9. Select Submit to save and review the form.

10. Add attachments or secondary approvers as needed. Check the box if this is a grant funded account to route the proposal to the University Grant office.

11. Select Submit to route for approval signatures.

12. Monitor the workflow progress by selecting the contract under the "In Progress" tab. Reminders can be sent through eContracts to pending approvers.

13. Contracts can be printed with the employee signature when the contract has been completed. Completed contracts can be view in the Completed Tab.

Non-renewal of Contract

Fixed-term contracts may be non-renewed at the end of the fixed-term period. You should provide the employee with notice that the contract will not be renewed; at least 30 days' notice is recommended.

1. The department should notify the employee that the contract will not be renewed for the following fiscal/academic year.

2. The employee or department will create an Employee Separation workflow in TopDesk.

   - Access TopDesk from the Human Resources Systems Logins website.

   - After logging into TOPdesk, select "Human Resources", select "Employee Services".

   - On the right side of the screen, click "Regular Employee Separation/Transfer" to initiate the Offboarding process.

   - Complete the form and ensure all the appropriate options are selected. The workflow is determined by your selections.

3. The Offboarding ticket will first be routed to the employee's supervisor for approval unless the supervisor is completing the separation form. Then the form is routed to other campus units including Payroll.

4. The supervisor or initiator may monitor the offboarding progress under "My Requests" on the homepage. After finding the separation ticket either via the search bar located at the top of the screen or on the "My Requests" screen, you will be able to view any comments made by approvers and track the status of the separation.

Termination of Contract

Fixed-term contracts may be terminated with at least 30 days' notice to the employee. You should discuss termination with your HR Business Partner prior to terminating an appointment.

For terminating a fixed-term faculty appointment:

1. The department should submit a request (via email or in writing) to their Vice President/Provost, through their Dean, to terminate a fixed-term contract.

2. The Vice President/Provost will submit the request to the Office of Human Resources.

3. The Office of Human Resources will provide the department with an official letter of termination.

4. The department should meet with the employee to provide the termination letter and collect keys, equipment, etc.

5. The department or employee will create an Employee Separation workflow in TopDesk.

    o   Access TopDesk from the Human Resources Systems Logins website.

    o   After logging into TOPdesk, select "Human Resources", select "Employee Services".

    o   On the right side of the screen, click "Regular Employee Separation/Transfer" to initiate the Offboarding process.

    o   Complete the form and ensure all the appropriate options are selected. The workflow is determined by your selections.

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Appendix 1: Contract Renewal Workflow Guidance

College of Medicine/Family Medicine

1. For College Budget Authority, enter Lisa Ferguson (or Carolyn Hopson in her absence)
2. If the faculty is paid from a research grant add – enter Daniel Carter for COM grant authorization
3. If the faculty is paid from a contract (Ballad, MEAC contract with ETSU) – enter Robin Montgomery for COM grant authorization
4. If the faculty are paid from a grant **AND** a contract– enter Daniel Carter for COM grant authorization (who will contact Robin Montgomery)
5. For Associate Dean, enter Russell Lewis.
6. For Dean/Director, enter William Block
7. For VP, enter Amy Johnson (or Donna Miller in his absence)

VP

-   For academic departments and Health Sciences departments that report to the Provost, enter Amy Johnson.
-   For Clinics, enter Scott Counts.

HR Business Partner

To find your HR Business Partner, use the HR Business Partners webpage.