

## JOB POSTING and BACKGROUND CHECK REQUIREMENTS

last updated 2/15/12

Position Type	Required to Post?	Posting Period	Process	Background Check <u>Required For</u>
<b>SAAO Tier I</b>	Yes*	20 business days*	These positions are typically posted and advertised. Post using the Online Employment System (PeopleAdmin) process for "Regular EPA Recruitment". Must be advertised with a national publication with broad circulation. Electronic, web and listserv media are acceptable. (NOTE: In order to comply with federal regulations related to sponsoring foreign nationals for permanent residency, if a print ad is not done, an electronic or web-based national professional journal ad (not a job board posting) is acceptable if posted for at least 30 calendar days.)	<ul style="list-style-type: none"> <li>All new hires</li> <li>Rehires with more than 6 month break in service or if a check had not been done previously</li> <li>Transfers</li> </ul>
<b>SAAO Tier II</b>	Yes*	10 business days*	These positions are typically posted and advertised. Post using the Online Employment System (PeopleAdmin) process for "Regular EPA Recruitment". Media advertising deemed appropriate for the level and specialization of the position should be used to ensure a qualified, diverse applicant pool. (NOTE: In order to comply with federal regulations related to sponsoring foreign nationals for permanent residency, if a print ad is not done, an electronic or web-based national professional journal ad (not a job board posting) is acceptable if posted for at least 30 calendar days.)	<ul style="list-style-type: none"> <li>All new hires</li> <li>Rehires with more than 6 month break in service or if a check had not been done previously</li> <li>Transfers</li> </ul>
<p><i>*Federal regulations allow employers to exempt some executive and top management positions (limited at NCSU to positions in JCAT 1XX and 300-308) from Employment Security Commission posting requirements. Exemption from ESC posting must be requested from the AVC for HR. In exceptional circumstances only, a waiver of recruitment must be requested from OEO, in accordance with REG 05.55.2: Hiring Procedures for Faculty and EPA Personnel.</i></p>				
<b>Tenured/Tenure-Track Faculty</b> <ul style="list-style-type: none"> <li>Instructor</li> <li>Assistant Professor</li> <li>Associate Professor</li> <li>Professor</li> </ul>	Yes	20 business days	<p>Use current Online Employment System (PeopleAdmin) process for "Regular EPA Recruitment". Must be advertised with a national publication with broad circulation. Electronic, web and listserv media are acceptable. (NOTE: In order to comply with federal regulations related to sponsoring foreign nationals for permanent residency, if a print ad is not done, an electronic or web-based national professional journal ads (not a job board posting) is acceptable if posted for at least 30 calendar days.)</p> <p>Only in exceptional circumstances may a waiver of recruitment be requested from OEO, in accordance with REG 05.55.2. The <u>Instructor</u> title/rank is limited to individuals who are being appointed "ABD" (all-but-dissertation, or pending receipt of terminal degree) and who will move into a tenure-track Assistant Professor title/rank upon award of terminal degree.</p>	<ul style="list-style-type: none"> <li>All new hires</li> <li>Rehires with more than 6 month break in service or if a check had not been done previously</li> <li>Transfers</li> </ul>

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<b>ADJUNCT Faculty (UNPAID)</b>	No	NOT APPLICABLE	<p>Adjunct appointments are unpaid appointments held by a individuals employed primarily outside the university whose credentials qualify for academic rank and who provide academic services to the university (such as teaching, service on doctoral committees, or an advisory role) on a courtesy or volunteer basis.</p> <p>An adjunct role may also be held by NC State University employee whose primary appointment is as EPA or SPA non-faculty and who qualifies for academic rank and provides uncompensated academic (e.g., teaching) services in addition to their primary non-faculty appointment.</p>	Required only if there is direct, individual contact with, or oversight of, underage students or program participants.
<p><b>Non-Tenure Track (NTT) Faculty (PAID)</b></p> <p><b>Lecturers &amp; Senior Lecturers</b></p> <p><b>Clinical Faculty</b></p> <p><b>Extension Faculty</b></p> <p><b>Faculty of the Practice</b></p> <p><b>Research Faculty</b></p> <p><b>Teaching Faculty</b></p> <p><b>Field Faculty</b></p> <p><b>Librarians</b></p> <p><b>-- except <u>returning</u> NTT faculty (see below)</b></p>	Yes	10 business days	<p>Use current "Regular EPA Recruitment" process. Interim Recruitment Reports and Hiring Proposals are required. Multiple hires can be selected from the candidate pool. An individual Hiring Proposal is submitted for each selected candidate. The candidate statuses are managed in the main pool. Each selected candidate is given the status of "First Choice." Notify your Employment Consultant with position numbers that are associated with the pool and which candidate will be hired into each position number when you are ready to make an offer.</p> <p>Only in exceptional circumstances may a waiver of recruitment be requested from OEO, in accordance with REG 05.55.2: Hiring Procedures for Faculty and EPA Personnel.</p>	<ul style="list-style-type: none"> <li>• All new hires</li> <li>• Rehires with more than 6 month break in service or if a check had not been done previously</li> <li>• Transfers</li> </ul>
<b><u>Returning</u> NTT Faculty (PAID)</b>	No	NOT APPLICABLE if employed in consecutive AYs	<b>If an individual returns to teach on a recurring basis in <u>consecutive academic years (AY) in the same academic discipline/department</u></b> , they are considered continuing for this purpose. Follow departmental required process.	Required only if a check had not been done previously

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<b>Visiting Faculty &amp; Visiting EPA Professionals</b>  <b>(PAID or UNPAID)</b>	No	NOT APPLICABLE	Visiting appointments are not true job vacancies. Visiting NTT faculty appointments (eg, visiting Assistant/Associate/Full Professor) -- as well as visiting scholars, scientists, and researchers appointed as EPA non-faculty professionals -- are visiting NC State from a "home organization" to which they are expected to return. Those who will receive some form of payment thru NC State are processed via the Online Employment System by selecting the template for "Visiting Non-Tenure Track Faculty Appointment". The approval process mirrors the current "EPA Waiver" workflow. Visiting appointments cannot exceed 2 years total.	<ul style="list-style-type: none"> <li>All new hires (paid)</li> <li>If unpaid, required if there is direct, individual contact with, or oversight of, underage students or program participants.</li> </ul>
<b>EPA Non-Faculty Professional</b>	Yes	10 business days	Use current Online Employment System (PeopleAdmin) process for "Regular EPA Recruitment". Media advertising deemed appropriate for the level and specialization of the position should be used to ensure a qualified, diverse applicant pool. (NOTE: In order to comply with federal regulations related to sponsoring foreign nationals for permanent residency, if a print ad is not done, an electronic or web-based national professional journal ad (not a job board posting) is acceptable if posted for at least 30 calendar days.)	<ul style="list-style-type: none"> <li>All new hires</li> <li>Rehires with more than 6 month break in service or if a check had not been done previously</li> <li>Transfers</li> </ul>
<b>SPA</b>	Yes	5 business days	Use current Online Employment System (PeopleAdmin) process for "SPA Recruitment".	<ul style="list-style-type: none"> <li>All new hires</li> <li>Rehires with more than 6 month break in service or if a check had not been done previously</li> <li>Transfers</li> </ul>
<b>Post-Docs (PAID and UNPAID)</b>	Optional	Optional	<p>If posting for full recruitment, the vacancy notice should be routed to ISSC through the current "Regular EPA/Postdoc Recruitment" process to be posted. When no formal recruitment has been done and a candidate has been informally selected, those positions will need to be posted "internally". A "key" will be generated by the system which will then be given to the selected candidate. The candidate will use the key/weblink to access the vacancy and "apply". Only those who are provided with the key will be able to access the vacancy posting. Candidates apply via the Candidate Profile with required CV/resume and other necessary documents as determined by department. Department uses the Online Employment System (PeopleAdmin) to give candidate statuses. Multiple hires can be selected from the candidate pool. Each selected candidate is given the status of "First Choice."</p> <p>Interim Recruitment Reports are <u>not</u> required for these searches, however Hiring Proposals <u>are</u> required.</p> <p>Department notifies ISSC when the position has been filled to close out the search in the Online Employment System.</p>	<ul style="list-style-type: none"> <li>All new hires</li> <li>Rehires with more than 6 month break in service or if a check had not been done previously</li> <li>Transfers</li> </ul>

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<b>EPA Waiver of Recruitment</b>	No	NOT APPLICABLE	Positions for which recruitment is waived by OEO such as individuals named in grants and individuals relocating to NC State in conjunction with newly-hired faculty/researchers are processed with current "EPA Waiver" workflow via the Online Employment System.	<ul style="list-style-type: none"> <li>All new hires</li> <li>Rehires with more than 6 month break in service or if a check had not been done previously</li> <li>Transfers</li> </ul>
<b>EPA Time Limited Appointment</b>	NOT APPLICABLE	NOT APPLICABLE	No new or extended (second year) time limited appointments will be endorsed. If current employee was hired in position as a time limited appointment, a "Regular EPA Recruitment" must be conducted.	NOT APPLICABLE
<b>Current Employee Additional Assignment (supplemental pay/overload assignment)</b>	No	NOT APPLICABLE	Follow departmental required process	New duties which make a check appropriate such as access to financial assets or accounts (See PRR)
<b>Temporary SPA &amp; EPA (other than student workers) --Including positions that have historically been hired as "flat rate"</b>	Yes	5 business days	<ol style="list-style-type: none"> <li>UTS Full Process: Use UTS to fill the vacancy--<a href="http://www.fis.ncsu.edu/hr/uts/job_order.asp">http://www.fis.ncsu.edu/hr/uts/job_order.asp</a></li> <li>Department Process: Post via the Online Employment System (PeopleAdmin), route to college/division for approval and posting. Use "temporary" template to complete vacancy notice. <ul style="list-style-type: none"> <li>Candidates apply via Online Employment System (PeopleAdmin) using the Temporary Application. Department uses Online Employment System functionality to give candidate statuses and submits hiring proposal to "Non-UTS Approver". Multiple hires can be selected from the candidate pool. Each selected candidate is given the status of "First Choice." Department fills the position to close out recruitment.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>All new hires</li> <li>Rehires if previous check was conducted more than six months ago</li> </ul>
<b>Temporary Assignment Filled by a <u>Retiree</u></b>	No	NOT APPLICABLE	<p>Follow departmental required process.</p> <p>If hiring an NCSU retiree returning to a role that they formerly performed and for which they are uniquely qualified, the assignment is considered "internal" and posting is not required.</p> <p>NOTE: If hiring a non-NCSU retiree (State of NC, other UNC institution, etc), position must be posted.</p>	<ul style="list-style-type: none"> <li>All new hires</li> <li>Rehires if previous check was conducted more than six months ago</li> </ul>

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<b>Former Temporary Employee Fulfilling Previous Role in Consecutive AYs</b>	No	NOT APPLICABLE	Follow departmental required process.	<ul style="list-style-type: none"> <li>All new hires</li> <li>Rehires if previous check was conducted more than six months ago</li> </ul>
<b>Positions Lasting Three Days or Less</b>	No	NOT APPLICABLE	NOT APPLICABLE	<ul style="list-style-type: none"> <li>All new hires (unless filled by a student)</li> <li>Rehires if previous check was conducted more than six months ago</li> </ul>
<b>NCSU Student Worker (Ex: work study, graduate assistant, resident advisor, etc)</b>	No	NOT APPLICABLE	<p>Follow departmental required process. For exemption to the posting process, students must be enrolled at least half-time.</p> <p>Note: If hiring a student to work in the fall semester who is not enrolled in summer sessions, you do not need to post for summer employment.</p> <p>Note: If you want to hire an individual who graduated and is no longer enrolled with NCSU, the temporary employee recruitment process is followed and background checks are required.</p> <p>Note: If hiring a student that is not enrolled at NCSU, the temporary employee recruitment process is followed and background checks are required.</p>	Optional; students can be checked at the department's request if access or security issues warrant such

GA/BOG pre-approval is required if a salary increase for a current employee is 10% or higher than the salary on 6/30/11. See Budget Central for details.

[http://www.fis.ncsu.edu/rm/budget\\_central/](http://www.fis.ncsu.edu/rm/budget_central/)