I. Position Authorization (see Chair’s Manual, pg. 45)
   a. Annual Report
   b. Dean’s Office Allocations v. Instructional Budget Positions
      i. Dean’s Office / State-Funded Faculty Positions
         1. Tenured/Tenure-Track positions
      ii. Instructional Budget Positions
         1. Fixed-term positions only; no tenured/tenure-track on Instructional Budget
      iii. Williamson Rule (see Chair’s Manual, pg. 45)
      iv. Off-Cycle Allocations

II. Recruitment Process
    a. Equal Opportunity Considerations
       i. Minimum Posting Periods
          1. Tenured/Tenure-Track: 30 days
          2. Fixed-term: 14 days
          3. Visiting/Part-time Faculty: 3 days
       ii. Advertising (see Chair’s Manual, pg. 48 & Academic Personnel Website)
       iii. Search Committees (see Chair’s Manual, pg. 49-50)
          1. Members must complete the Online Search Committee Training Module
          2. Search Committee Checklist (see Academic Personnel Website)
       iv. Interim & Final Selections
       v. Nepotism Policy (see Chair’s Manual, pg. 47 & Academic Personnel Website)
    b. Targeted & Spousal Waivers (see Chair’s Manual, pg. 46-47)
       i. Targeted Hires (also see Academic Personnel Website)
          1. Targeted Hire Form/MOU (See Academic Personnel Website)
       ii. Spousal Hires (also see Academic Personnel Website)
          1. Spousal Hire Form/MOU (see Academic Personnel Website)
    c. Recruitment Expenses & Budget (see Chair’s Manual, pg. 45 & 49)
    d. Campus Visits (see Chair’s Manual, pg. 54-55)

III. Hiring
       i. Timing of Offer
          1. The offer should be made after the hiring proposal and background check are complete
       ii. Startup Funds (see Chair’s Manual, pg. 57-58)
    b. Process & Timelines
       i. ASAC/APT Schedule (see Chair’s Manual, pg. 38-41 & Academic Personnel Website)
          1. Dossiers (see Chair’s Manual, pg. 51-52)
             a. Routing Dossiers CBT available on CAS Intranet in the Manager Toolkit
             b. Manager Toolkit also has a Dossier Submission Checklist
          2. Standard Order documents (see Chair’s Manual, pg. 53 & Academic Personnel Website)
             a. Manager Toolkit has a Standard Order explanation document
       ii. Work Authorizations (see Chair’s Manual, pg. 56-57)
       iii. Background Checks (see Chair’s Manual, pg. 50 & OHR Website)
       iv. Transcripts (see Academic Personnel Website)
IV. Onboarding

a. Online Orientation (see Chair’s Manual, pg. 58 & Academic Personnel Website)
      1. (username: “epa” and password: “orientation”)

b. New Faculty Orientation
   i. Register here

c. PID, Onyen, Email Setup
   i. PID is generated once a background check is submitted OR if the individual was a previous student
   ii. onyen.unc.edu > Create or Manage Onyen > Create an Onyen
      1. For instructions, see this ITS Help Desk resource
   iii. Email: Once the onyen and password are created, manually signup for email service on the Self Service Tool (https://selfservice.unc.edu/login.aspx?ReturnUrl=%2f)
      1. For instructions, see this ITS Help Desk resource

d. Coker Appointments

e. Timing of Enrollment in Benefits (see OHR Website)
   i. Enrollment for health insurance must be done within 30 days of the date of employment
      1. Coverage will begin on the first of the month following the hire date
   ii. Enrollment for TSERS or ORP retirement programs must be done within 60 days of the hire date
      1. Once made, the selection cannot be changed
      2. If no selection is made, employee is automatically enrolled in TSERS

Helpful Links

- CAS Manager Toolkit/Faculty Dossier Routing: https://collegeintranet.web.unc.edu/faculty-dossier-routing/
- Academic Personnel Website: http://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/recruitment-and-selection/
- OHR Website (background checks): http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/employment/pre-employment-background-checking spa-epanon-faculty/