

Hiring Procedures and Reference Information

Funding sources must be identified and availability of funds must be verified prior to all requests to hire in a paid status position regardless of employment category.

Faculty Appointments

The process for paid appointments is as follows:

1. The Dean's approval is received by the program director to hire faculty at the agreed upon faculty rank level.
2. Per 1 is prepared and routed by the business office to request approval to fill a position. Requests are approved by human resources and the Vice Chancellor of Administration and Finance.
3. Once the per 1 is approved, an advertisement must be created and posted via the applicant tracking system (ATS). The ATS will allow the advertisement to be automatically posted on the LSUHSC website and will provide approval to post the advertisement in additional media sources. All positions require internal and external advertising. HR must approve any exception requests to advertise solely on an internal basis.
4. All advertisements run for a minimum of 14 days and all applications are received via the ATS.. The business office sends applications to the program director and/or whoever else is designated to receive the applications for review.
5. Interviews are completed by the program director and/or whoever else is designated as part of the interview process.
6. The program director informs the Dean and the Director of Business Affairs of the selected candidate and proposes a salary amount for approval.
7. If the appointment is at the rank of Associate Professor or above, the appointment requires approval by the Appointments, Promotions, and Tenure (APT) Committee. The CV of the selected candidate must be sent to the APT Chair for approval.
8. Disposition codes for all qualified applicants and the selected candidate must be entered into the ATS. The salary offer amount must be entered into the system by the Director of Business Affairs for approval by Human Resources.
9. Once Human Resources approval is received, the business office prepares the letter of offer for signature by the Program Director and the Dean. The selected candidate must formally accept the offer by signing the offer letter.
10. A copy of the signed letter of offer is provided to the business office and then the candidate is contacted to complete the new hire paperwork and drug testing (if appointment is at 75% effort or above).
11. The business office prepares a Per 2 form and routes the completed paperwork and drug test clearance documents to human resources for processing.

Faculty appointments with administrative job duties require a position description.

The process for gratis appointments is as follows:

1. Once an individual has been identified for a gratis faculty appointment, the program director provides the individual's CV to the business office.
2. The business office prepares the gratis letter of offer using current templates and the offer letter is signed by the Program Director and the Dean.

3. The gratis appointee must sign the letter of offer and complete the required new hire paperwork and return all original documents to the business office.
4. The business office prepares a Per 2 form and routes the paperwork to human resources for processing.

Gratis appointees do not automatically receive computer access or email accounts. If computer access and/or an email account is needed it must be requested and sent to publichealthsupport@lsushc.edu in order for the request to be approved and granted.

Staff Appointments

Unclassified and Academic Unclassified (Research and Clinical Associates) appointments

1. Notify the business office of intent to hire with funding source(s) identified.
2. Work with the business office and human resources to prepare a position description and determine the appropriate position title and salary range.
3. The business office routes a per 1 and position description form to request approval to fill a position.
12. Once the per 1 is approved, an advertisement must be created and posted via the applicant tracking system (ATS). The ATS will allow the advertisement to be automatically posted on the LSUHSC website and will provide approval to post the advertisement in additional media sources. All positions require internal and external advertising. HR must approve any exception requests to advertise solely on an internal basis.
4. All advertisements run for a minimum of 14 days and all applications are received via the ATS by the business office and applications are sent to the hiring manager and/or whoever else is designated to receive the applications for review.
5. The hiring manager informs the business office of the selected candidate and proposes a salary amount for approval.
6. Disposition codes for all qualified applicants and the selected candidate must be entered into the ATS. The salary offer amount must be entered into the system by the Director of Business Affairs for approval by Human Resources.
7. Once Human Resources approval is received, the business office prepares the letter of offer for signature by the hiring manager. The hiring manager makes the offer and obtains the selected candidate's signature.
8. A copy of the signed letter of offer is provided to the business office and then the candidate is contacted to complete the new hire paperwork and drug testing (if appointment is at 75% effort or above)
9. The business office prepares a Per 2 form and routes the completed original paperwork and drug test clearance documents to human resources for processing.

Civil Service Appointments

1. Notify the business office of intent to hire into a civil service position with funding source(s) identified. Work with the business office and human resources to prepare a civil service position description and determine the appropriate position title.
2. The business office routes a per 1 and position description form to request approval to fill a position.
3. Once approval to fill the position is received, human resources coordinates the recruitment process.

4. Applications for qualified candidates are sent to the business office who in turn sends the applications to the hiring manager.
5. Once a candidate is identified, human resources is notified and human resources makes the job offer for all civil service employees.
6. Once an offer is accepted the business office contacts the selected candidate to request completion of the new hire paperwork and drug testing (if appointment is 75% effort or above)
7. The business office prepares a per 2 form and routes the completed original paperwork and drug test clearance documents to human resources for processing.

Graduate Assistants

Graduate Assistant appointments are used for PhD students within the School of Public Health only. The graduate assistant title is utilized both for PhD students assigned to work on research/service projects and those assigned to work as teaching assistants.

1. For most PhD graduate assistantships the assistantship is addressed in the student's initial financial commitment letter and/or in the student's annual financial commitment letter. In some scenarios a PhD student may be identified to work for a specific project without a financial commitment letter.
2. Once a student is identified and the funding source is confirmed, the business office must be notified.
3. The business office contacts the student to have the student complete the required new hire paperwork.
4. The business office prepares a per 2 form and routes the completed original paperwork to human resources for processing.

Student Workers

Student workers must be a full-time student per the policies of the institution the student is attending.

1. Hiring manager identifies a student to work. If a hiring manager is unable to identify a student, the hiring manager can request the position to be advertised.
2. Once a student is identified and the funding source is confirmed the business office must be notified.
3. The business office contacts the student to have the student complete the required new hire paperwork, including a confirmation of full-time student status by the institution the student is attending.
4. The business office prepares a per 2 form and routes the completed original paperwork to human resources for processing.
5. Student workers cannot begin working until the appointment is approved and entered into the PeopleSoft Human Resources system. The business office will notify the supervisor and student worker once the student is approved to begin working.

For any additional questions or information please contact the Business Office.