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. The program director must prepare an advertisement and submit it to the business office.
3. The business office will then submit the posting request and the funding source template – position request spreadsheet via the applicant tracking system (ATS) for approval. Requests are approved by human resources and the Vice Chancellor/Chancellor's Office.
4. Once approved the advertisement will automatically post on the LSUHSC website and may then be posted on additional media sources and distributed via any list servs. All positions require internal and external advertising. HR must approve any exception requests to advertise solely on an internal basis.
5. 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.
6. Interviews are completed by the program director and/or whoever else is designated as part of the interview process.
7. The program director informs the Dean and the Assistant Dean of Finance and Administration of the selected candidate and proposes a salary amount for approval.
8. 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.
9. Disposition codes for all qualified applicants and the selected candidate must be entered into the ATS. The salary offer amount must also be entered into the ATS approval by Human Resources.
10. 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.
11. 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 approval processes. (i.e. background check and drug testing)
12. The business office prepares a hiring proposal form (from the funding source template) form and routes the completed paperwork and required 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 publichealthitsupport@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. Must also provide a justification of why the position is needed.
3. The business office submits the justification memo, position description, and funding source template – position request spreadsheet via peopleadmin to request approval to fill a position.
4. Once approved, an advertisement must be created and posted via the applicant tracking system (ATS) component of peopleadmin. The ad will automatically post on the LSUHSC website once approved and then the ad may be posted on additional media sources and list servs. All positions require internal and external advertising. HR must approve any exception requests to advertise solely on an internal basis.
5. 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.
6. The hiring manager informs the business office of the selected candidate and proposes a salary amount for approval.
13. Disposition codes for all qualified applicants and the selected candidate must be entered into the ATS. The salary offer amount must also be entered into the ATS approval by Human Resources and the Dean's Office. The hiring proposal form (from the funding source template) must also be uploaded into the system.
7. Once 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 approval processes. (i.e. background check and drug testing)
9. The business office submit the hiring proposal form and routes the completed original paperwork and 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 submits the justification memo, position description, and funding source spreadsheet via peopleadmin to request approval to fill a position.
3. Once approved, an advertisement must be created and posted via the applicant tracking system (ATS) component of peopleadmin. The ad will automatically post on the LSUHSC website and the civil service website. Any additional advertising required will be coordinated with human resources.
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 approval processes (i.e. background check and drug testing)
7. The business office prepares a per 2 form and routes the completed original paperwork and 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 and approval processes needed.
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 and all approval processes needed.
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.