



CENTER FOR COMPUTATION
& TECHNOLOGY

Campus Correspondence

To: All CCT

Date: May 14, 2008

From: Edward Seidel, Director

RE: CCTPS-21 Policies and Procedures for Advertising and Hiring Academic, Professional, Temporary, and Contingent Positions

The purpose of the CCT Advertising and Hiring Policy is to create a system to follow when hiring academic, professional, temporary, or contingent positions. As with all CCT operating policies, CCT's Advertising and Hiring Policy must be fully compliant with related University policies and procedures.

CCTPS-21

Hiring Academic and Professional Positions

Advertising

- 1) A job description must be created using the CCT job description template. This template can be found on the CCT administration Web page.
- 2) E-mail the following to the CCT human resources (HR) coordinator:
 - a. Job description
 - b. Maximum salary
 - c. Publications where the position should be advertised in addition to Baton Rouge's *The Advocate* newspaper.
 - d. List of search committee members with a designated chairperson.
- 3) The HR coordinator will review the job description for qualification standards and title classification.
- 4) The associate director of administration and the business manager will verify the availability of funds to support the position.
- 5) The HR coordinator will produce and process all necessary paperwork to have the position advertised through the LSU Office of Human Resource Management (HRM). Please note the application deadline is typically two weeks from the date of advertising in *The Advocate* or until a candidate is selected.

- 6) The deadline to turn in an advertising request to LSU HRM is Tuesday before 12:00 p.m. in order for the ad to run in the following Sunday edition of *The Advocate*.

Search Committee

- 1) A binder or email containing the applicant CVs will be sent to members of the search committee after the application deadline.
- 2) The search committee chairperson will provide the HR coordinator with the following:
 - a. The names of candidates they are interested in interviewing
 - b. Dates and times to schedule interviews
- 3) The HR coordinator will schedule the interviews and coordinate travel if needed.
- 4) The chairperson should notify the HR coordinator when a candidate has been selected. The HR coordinator will work with the chairperson to create and send out the offer letter (typically electronically). All offer letters must have the following statement: Employment may not begin until the completion of a background check deemed satisfactory by the Office of Human Resource Management.
- 5) Once the candidate accepts the offer a background check form will be sent to the individual. The candidate may not start employment until the background check has been performed and deemed satisfactory by the LSU Human Resource Management Office.

Hiring Temporary and Contingent Positions

Temporary or contingent positions are not advertised since these positions are short term (120 days) and are paid on an hourly basis.

A criminal background check is required before any temporary or contingent employee can begin work, regardless of the length of the appointment period.