The College of Arts & Sciences

LEO Lecturer I Hiring Process

1) The Department Chair/Program Director sends a request and rationale for hiring a LEO Lecturer I via email to the Interim Associate Dean, Susan Gano-Phillips, sganop@umflint.edu. Please note, it is required under the LEO contract that you “make whole” any part-time lecturers who are qualified to teach courses before you can post for a new lecturer. In your rationale to the Associate Dean, please explain that you considered all of your part time lecturers before requesting a new posting.

2) After the Associate Dean's approval, the Chair/Program Director provides Rhonda Broadworth, rbrdwrth@umflint.edu, a description of the position, including both required and desired qualifications (ask Rhonda if you need a sample).

3) Rhonda creates the posting in eRecruit, which may take up to 7-10 business days to appear online.

4) Once the posting has been approved, the Department Chair/Program Director and support staff person are notified that the posting is on the University's Job Posting website: www.umjobs.org. The postings are required to be open for a minimum of 10 days. For an “urgent” posting (urgent is considered 3 weeks or less before the beginning of a semester) the 10 day minimum may be waived with approval from the CAS Dean’s office and HR.

5) *NEW* The department sends Rhonda Broadworth the CV’s of potential candidates they would like to interview and she will forward them to HR. Any candidate that you would like to interview must be approved by HR PRIOR to the interview to confirm that the posting requirements are being adhered to.

   - For a regular posting, interviews cannot be conducted until the end of the 10 day minimum. Please send Rhonda resumes of all candidates you would like to interview and she will send an email request to HR to obtain permission to interview.
   - For an “urgent” posting (3 weeks or less before the beginning of a semester) interviews can begin as soon as HR approval has been obtained by sending Rhonda the resume(s) of any candidate you would like to interview.

6) Once the candidates have been approved for interviewing, Rhonda will send an email to the Department Chair/Program Director and support staff letting them know that the interviews can begin.

7) After a hiring decision has been made, the department will need to send the following to Jami Caulkins, icaulk@umflint.edu, in the Associate Dean’s Office:

   - CAS LEO Appointment Form
   - Summary of Applicants Form

These forms are available on our CAS website www.umflint.edu/cas and are also emailed to the department when they are notified that the interview candidates have been approved.
8) Jami will process the new appointment and the offer letter. *NEW*: **HR will then review and approve the offer letter**, and Jami will email it to the selected candidate, the department chair, and the administrative assistant.

9) The candidate will need to return the signed offer letter ASAP, so that HR can begin the credentialing and background check. During this time Jami will be emailing several different documents to the candidate for completion. The credentialing and background check usually takes 7-10 business days.

10) Finally, once the candidate has passed the background and credentialing check, Dee Dee Hurley will contact them to complete the I-9 process. All of this information then gets sent to Ann Arbor via campus mail for processing in our HR system. **The credentialing and background check and I-9 process must be completed PRIOR to the candidate teaching.** The candidate will only receive access to our Blackboard system once they have completed all of these steps so it is very important to plan accordingly and get the information to the Dean's office as soon as possible. It is recommended that all individuals be selected at least four weeks prior to the start of the semester to ensure readiness to be in the classroom for the start of classes.

    *As always, feel free to contact the Associate Dean's Office to speak with Rhonda Broadworth or Jami Caulkins if you have additional questions.*