New Hire Lecturer Flow Chart

Department Chair (DC) will email **HR POC** to begin the recruitment process. Email should include:
1. Program Name or Area of Study
2. Position Description (PD): The DC will complete the Document Request Form to get a copy of the old PD, if needed
3. If already available, names of Screening Committee members (at least 2)

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HR posts the advertisement on the WorkAtUH website.

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DC, Screening Committee members, Dean, and department support staff:
1. Receives email confirmation from HR POC that the lecturer advertisement has been posted.
2. Reviews the job advertisement and reports any discrepancies to HR POC within 24 hours of the job posting so that errors can be corrected.

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DC forms screening committee that consists of at least 2 members, which may include the DC, Discipline/Program Coordinator, and Experienced Faculty Member.

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Have the **Screening Committee** members been trained within the last 2 years? **Training is required every 2 years.**

— No →

DC is responsible for scheduling training session with HR.

— Yes →

Screening Committee:
1. Develops/revises/reviews questions and rubrics for the selection process of lecturer.
2. Sends a copy of interview questions and rubric to HR POC (optional).

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HR receives the applications and will regularly send ALL of the applications to the Screening Committee members, DC, and department support staff.

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Screening Committee evaluates all the applications received and completes the Form 17.

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Is the application complete?

— No →

Screening Committee reaches out to applicant(s) via email (see template) to obtain missing required application attachment(s).

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Do applicants meet MQs?

— No →

HR POC changes the status in NeoGov to "reject" and informs the Dean's Office once the update is complete.

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Dean's Office sends rejection email from NeoGov (see guide) to the applicant.

(Is the application complete? — Yes ↑)

(Do applicants meet MQs? — Yes ↓)

Screening Committee proceeds to schedule the interview with the qualified candidates.

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Screening Committee:
1. Updates/completes the Form 17.
2. Completes and routes the Lecturer Pool List document to the DC and Dean.
3. Sends the signed Lecturer Pool List document to HR POC.

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HR POC:
1. Reviews the Form 17.
2. Updates the Lecturer Pool List.
3. Notifies the Dean's Office to send appropriate notices to all applicants.

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Dean's Office:
1. Checks Lecturer Pool List.
2. Sends notifications from NeoGov to applicants indicating that the applicant is being placed in the pool (see guide) until MM/DD/YYYY (reflecting 3-year period applicant will be active in lecturer pool).

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Dean's Office communicates with all applicants once the pool has expired that they will need to apply again when a lecturer job is posted if they are still interested in being in the pool.
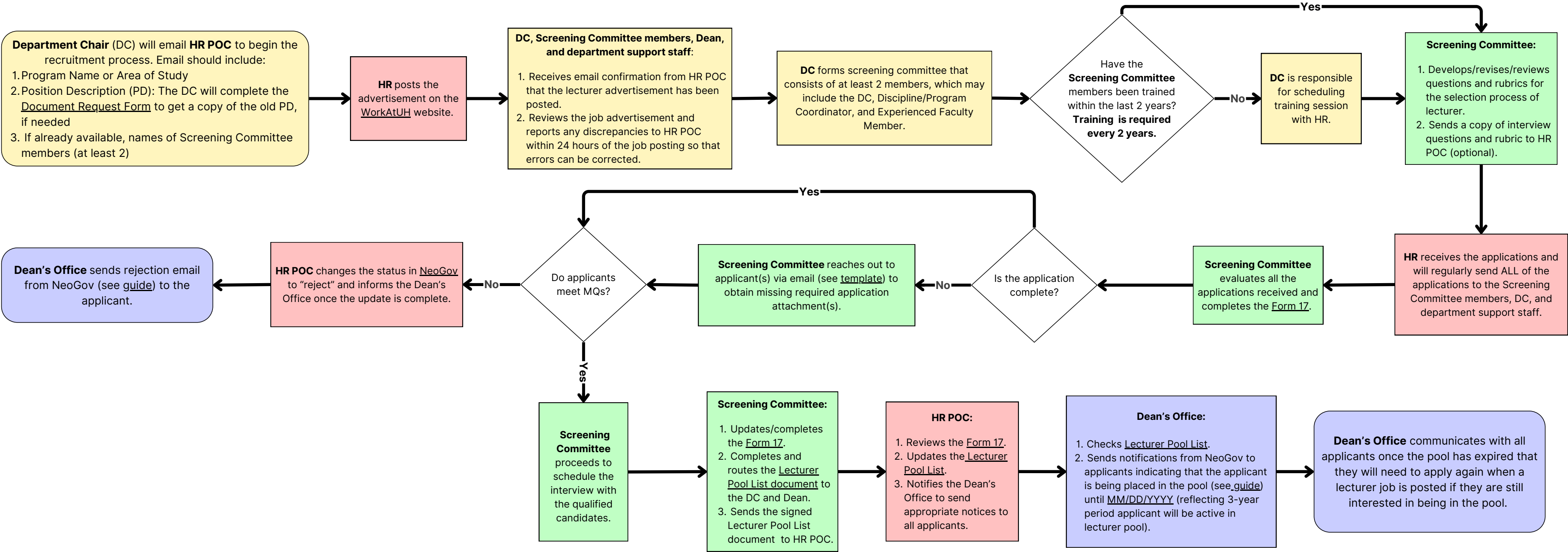
Important Notes:
- Hire by Exception
  - There **MUST** be an active lecturer job ad posted in NeoGov if a lecturer is hired by exception.
  - If there is an applicant that meets all the MQs and is selected by the screening committee, then the department must consider offering a lecturer position to them and replace the lecturer who was hired by exception.
- For Form 17 and Pool List, refer to department-specific form/list found in the "Lecturer Pool List" Google Drive.
- For pool list Expiration Date (MM/DD/YYYY), refer to the "Expiry Date of Application" column in the lecturer pool list located in the "Lecturer Pool List" Google Drive.
- Retention period of Recruitment Packets is 3 years.
- Please contact HR if external recruitment is needed.
- For more information about lecturer recruitment, please see AP 9.560

Last Revised: June 6, 2024