INSTRUCTIONS:
Processing New Faculty Hires

*For areas under the Provost only:

1. Once the search for the faculty position has been finalized (i.e. “Request to Offer a Faculty Position” has been approved) or a “waiver” of the search has been approved, the Personnel Administrator (PA) should prepare a “draft” faculty contract for the Dean or respective Unit Head using the current, applicable faculty contract template provided by the Executive Director of Faculty Personnel Administration (Exec. Director) in the Office of Faculty Recruitment and Retention (OFRR). (NOTE: For adjunct faculty appointments, see the Guide for Personnel Administrators- Guide for Processing Adjunct Faculty Appointments found in the “Hiring New Faculty” section on the PA Resources website).

2. The PA should submit, by e-mail, the draft contract to the HR Administrator (see contact information below) for review. Upon approval, the Exec. Director or HR Administrator will inform the PA to finalize request and obtain Dean or respective Unit Head signatures.

   a. Contract dates for 9-month faculty are generally from August 16th to May 15th of the following year as reflected on the 9/10 month contract templates. If the contract is for a 10-month faculty appointment, the contract dates will need to be changed to reflect the term of the 10-month appointment.

   b. Faculty appointments that are 10-month must follow a 10-month, payroll deferral schedule in Banner. Accordingly, the Banner begin dates for these appointments are July 10, July 25, August 10, or August 25. 10-month contracts should be issued to correspond to these Banner dates (e.g. July 16th to May 15th or August 1st to May 30th).

   c. For 9/10 month appointments, if the contract dates are outside of the normal contract cycle it is recommended you work with the Payroll Office to compute the correct pay rate.

   d. Contract dates for 12-month faculty are generally from July 1st through June 30th of the following year.

3. Once the draft contract has been approved, the PA will be notified they can proceed with issuing the contract to the faculty member or otherwise notified of changes that need to be made. Upon approval, the PA should prepare the contract in final for the Dean or respective Unit Head’s signature and ensure that the faculty member is sent/given the following documents with the contract:

   - An original contract and a copy of the contract
   - A copy of the current Terms and Conditions document
   - A return envelope
   - Welcome Letter*
   - New hire paperwork

New Process Change: Departments/units can now accept scanned copies of contracts from new faculty, however, contracts for faculty appointments must have an original signature by the Dean or respective Unit Head.
It is recommended the PA prepare a “Welcome Letter” with instructions to the faculty member about the forms and documentation that must be provided in person for employment (see the Personnel Administrator/Hiring Manager Quick Reference for New Hires and Rehires website). A sample welcome letter is available from the OFRR on the PA Resources website. The letter should also inform the faculty member that they are required to provide proof of their academic credentials by submitting an official seal-bearing transcript from the institution of their highest degree prior to their hire date (in rare cases, alternate documentation of academic credentials may be acceptable if approved by the hiring authority). If the new faculty member will be teaching and the content area is different from the discipline or field in which his/her highest degree was earned, then they must also submit any academic transcripts that demonstrate a concentration of at least 18 hours in the content areas to be taught.

4. Prior to or upon receipt of the signed contract, the PA should prepare a Personnel Action Form (PAF) to hire the faculty member using the guidelines found in the PAF Reference Guide (Note: If contract dates are outside the normal contract cycle, you may need to work with the Payroll Office to compute the correct pay rate).

5. As part of the new hire process, the PA is responsible for entering the faculty member into Express Hire and the Hire Right system, initiating the completion of an I-9 form, and initiating a criminal background check using the Express Hire and the HireRight User Guide. All new and rehired VCU employees must complete a criminal background check and the Form I-9, Employment Eligibility Verification, on or before the first day of employment. They must also provide proof of identity and employment eligibility within three business days from the first date of employment.

6. When the signed contract is returned, the PA should retain the original contract for their files and send electronically a copy of the signed contract, the signed PAF (with the Dean or respective Unit Head or official designee signature/approval), and new hire paperwork to the HR Administrator for final review and approval by the Exec. Director (Note: All original hiring documents and contracts must be maintained in the faculty member’s personnel file in the respective school/unit).

7. The HR Administrator will send the appropriate documents to HRDOCS@vcu.edu and copy the respective PA.

8. It is the PAs responsibility to check Banner to make sure the personnel action was processed and done correctly and update the Working Title, Rank, and Tenure Status:
   a. As soon as the faculty member is entered into Banner, the PA should enter the faculty member’s tenure status, rank, and working title (if any) in the PEAFACT form in Banner using the applicable instructions.
   b. If the faculty member has administrative responsibilities such as a Dean, Associate Dean, Director, etc., the PA is responsible for updating their administrative level in the ADMNLVL form in Banner using the applicable instructions.

9. The PA should follow up with the faculty member to obtain their transcript(s) if not provided at the time of hire. Transcripts are required to be on file within thirty (30) days of hire. All transcripts received by the PA should be sent to the HR Administrator for the personnel file maintained in the OFRR (unless otherwise delegated for retention by the School/Unit). Transcripts are required for all types of faculty appointments including adjunct and instructional affiliate appointments unless alternate documentation of academic credentials is accepted by the hiring authority. Transcripts (or approved alternate documentation) are required to be on file within thirty (30) days of hire.
*For all other VP areas:

1. Once the search for the faculty position has been finalized (i.e. “Request to Offer a Faculty Position” has been signed) or a “waiver” of the search has been approved, the Personnel Administrator (PA) should prepare a faculty contract for the Dean or respective Unit Head’s signature using the current, applicable faculty contract template provided by the Exec. Director of Faculty HR Administration (Director) in the Office of Faculty Recruitment and Retention (OFRR). (NOTE: For adjunct faculty appointments, see the Guide for Personnel Administrators-Guide for Processing Adjunct Faculty Appointments found in the “Hiring New Faculty” section on the PA Resources website).

2. Once the contract has been signed by the Dean or respective Unit Head, the PA should ensure that the faculty member is sent/given the following documents with the contract:
   - An original contract and a copy of the contract
   - A copy of the current Terms and Conditions document
   - A return envelope
   - Welcome Letter*
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5. When the signed contract is returned, the PA should send the signed contract, the signed PAF (with the Dean or respective Unit Head or official designee signature/approval), and new hire paperwork to HRDOCS@vcu.edu (Note: All original hiring documents and contracts must be maintained in the faculty member’s personnel file in the respective school/unit).
6. **It is the PAs responsibility to check Banner to make sure the personnel action was processed and done correctly and update the Title, Rank, and Tenure Status:**
   a. As soon as the faculty member is entered into Banner, the PA should enter the faculty member’s tenure status, rank, and working title (if any) in the PEAFACT form in Banner using the applicable instructions.
   b. If the faculty member has administrative responsibilities such as a Dean, Associate Dean, Director, etc., the PA is responsible for updating their administrative level in the ADMNLVL form in Banner using the applicable instructions.

7. The PA should follow up with the faculty member to obtain their transcript(s) if not provided at the time of hire. All transcripts received by the PA must be maintained in the faculty member’s personnel file in the respective school/unit. **Transcripts are required for all types of faculty appointments including adjunct and instructional affiliate appointments unless alternate documentation of academic credentials is accepted by the hiring authority.** Transcripts (or approved alternate documentation) are required to be on file within thirty (30) days of hire.

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**Contact Information**
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