

# UIC POLICIES AND PROCEDURES

		NUMBER 202-01
MANUAL Human Resources	SECTION Employment	PAGE 1 of 2
SUBJECT Academic Appointment Paperwork Requirements for Academic Professional Positions		EFFECTIVE 04/01/1997
		REVISED 06/25/2007
ISSUED BY Vice Chancellor for Human Resources		APPROVED BY Chancellor

**PURPOSE**

To establish responsibility for the accuracy and timeliness of academic appointments and to ensure compliance with UIC policy and Board of Trustees requirements.

**SOURCES AND BACKGROUND**

Office of the Board of Trustees

**APPLICABILITY**

All UIC academic professionals

**POLICY**

All academic appointment materials are to be reviewed for accuracy and completeness at the Dean or Vice Chancellor level before being sent to Academic Human Resources. Employees should not begin work until the appointment has been entered into the payroll system. No payment may be processed for new employees until appointments are complete and released by Academic Human Resources for pay purposes. Clearance for pay purposes, however, does not require issuance of the formal appointment contract by the Board of Trustees.

**PROCEDURES**

**RESPONSIBILITY**

1. Hiring Official
2. Search Coordinator
3. Equity Officer
4. Search Coordinator

**ACTION**

Determines the need to add a new position or fill one that is or will be vacant and assures the availability of funds. Prepares and submits to College or Vice Chancellor (Academic Search Coordinator) a Position Notice for Academic Search form for approval of a search or Request for Waiver of Search Process to request a waiver of the search process.

Reviews documents, confirms signature of the Department Head, approves or denies the request, and forwards it to the Office for Access and Equity for a search process.

Reviews forms, approves search process or reviews and approves request for waiver of search. If approval is granted for waiver of search the hiring official should proceed to step #6.

After the search is completed, forwards the Search Process Summary with a list of eligible candidates to the Office for Access and Equity.

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5. Equity Officer

6. Hiring Official

Reviews Search Process Summary form, approves pool of candidates, and returns it to hiring official.

After interviews and selection, sends a letter of offer to the candidate. When offer is accepted, establishes the DART logon for NESSIE new Hire completion of forms. Contacts Office of International Services for assistance in completing I-9 forms for international hires. Completes PITR and forwards to AHR.

Note that the appointment may require prior Board approval.