

VSoE POSTING FACULTY POSITIONS

The following procedure is prescribed for implementing the posting of full-time and part-time faculty positions.

FULL-TIME FACULTY POSITION POSTINGS

- Dean or Vice Dean for Faculty Affairs approves search for faculty position (T/TT, Research or Teaching).
- Department submits WD REQ Form request for faculty position (T/TT, Research or Teaching) (including all required information such as the job posting language) for Vice Dean for Faculty Affairs' signature.
- Faculty Affairs initiates the job requisition approval process in WD and attaches the signed WD REQ Form. Faculty Affairs notifies Department of WD REQ #.
- Concurrently, Department creates position in FAM using REQ #.
- Faculty Affairs notifies Department once WD approval process is completed and provides the REQ # and Position ID number.
- Department posts the position on the USC Careers website via Workday and makes the position active in FAM.
- Department notifies Faculty Affairs once the job is posted on the USC Careers website.
- After a competitive search, the Department provides Faculty Affairs with the name of the recommended final candidate(s).
- Once final candidate(s) is identified, the Department removes the posting from the USC Careers website (via Workday) and makes the position inactive in FAM.
- When applicable, for research or teaching positions, candidate's dossier is prepared and submitted to Faculty Affairs for School level review and approval. (See the Checklist in the VSoE APT Guidelines.). A printout of the position applied to must be included in the administrative section of the original dossier.
- Once recommendation to hire is approved, Faculty Affairs generates the offer letter.
- Once all the hiring is done for a particular requisition, the Departments must disposition applications in FAM (including notification to non-selected applicants) and close the position.
- Once candidate signs and returns the offer letter, Faculty Affairs notifies the Department with a cc: to Viterbi Business Affairs. The Department finalizes the hire in FAM. Viterbi Business Affairs finalizes the WD process.
- Faculty Affairs creates the faculty contract in FSMS once the prerecord is created in WD.

PART-TIME FACULTY POSITION POSTINGS

- Department submits WD REQ Form to request part-time posting, subject to Dean's approval. It is highly recommended that departments have one standing or "parent*" PTL posting per semester, to be used for multiple hires.
- Faculty Affairs initiates the job requisition creation process in WD and attaches the signed WD REQ Form. Faculty Affairs notifies Department of WD REQ #.
- Concurrently, the Department creates position in FAM using REQ #.
- Faculty Affairs notifies Department once the WD approval process is completed and provides the REQ # and Position ID number.

- Department posts the position on the USC Careers website via Workday and makes the position active in FAM.
- As final candidates are identified, department will submit WD form(s) along with each candidate’s CV to Faculty Affairs for the Vice Dean for Faculty Affairs’ approval. Faculty Affairs will then create a unique requisition for each hire.
- Department generates the offer letter and, upon acceptance, finalizes the hire in FAM.
- Departments must then disposition applications in FAM (including notification to non-selected applicants) and make the position inactive and remove the posting from the USC Careers website (via Workday).
- Upon creation of the prerecord in Workday, Department creates contract in FSMS (Dean’s portal). This must be done no later than 3-5 business days after submitting pay instructions to Viterbi Business Affairs or **benefits will not trigger**. (Refer to comments on Pay Instructions (myViterbi) for status updates.)
- Department will close the posting when the search is closed for a given semester.

***Parent Requisition v. Child Requisition:** Parent requisition is a master generic posting to collect a pool of applicants for a particular position. For example, if a department wants to hire 3 part-time lecturers for which similar qualifications are needed, then a Parent Requisition can be set up to collect applicants into a general pool for review. This prevents a candidate from having to apply to three separate identical job postings and the review committee from having to review three very similar candidate pools for three similar job postings when they are looking for identical qualifications. When potential hires are known from the Parent Requisition “pool”, a Child Requisition (“not for posting” requisition) is created for each hire in Workday. This action creates a unique “seat” for each final candidate out of the initial, parent requisition hiring pool.

