

New Faculty Requisition and Appointment Guidelines

Faculty Addendum to the New Hire Process August 2024

Requisitions and Applications Completed Online.

All full-time and parttime faculty positions (including those that are temporary) must be posted before an individual can be recruited to fill a position. These include positions that are currently occupied by part-time or temporary faculty who wish to move to permanent or full-time positions.

Step 1: Online Hiring Requisition

To post a position, Initiator uses the Employment website (<http://employment.marquette.edu/h>) to submit an online requisition.

The following information is required on the job requisition for all positions

- x Template Title: Automatically fills in.
- x Position Title: Fill in.
- x State(s) Fill in which state the employee will be working. Note that additional review will be required if the work location is outside Wisconsin.
- x Effective Date of Appointment (up to three)

When filling in the position code being replaced, the Business Director will have the position, list that it is a new line

Template Title

Academic Advisor
Approved Title/Rank

Position Title

Assistant Director for Student Success

State

Wisconsin

Effective Date of Appointment

MM/DD/YYYY

Salary Information

Funding Source (drop down)	Permanent Budget
Annual Basis (check one box)	Either 9, 10, 11 or 12 (# of months)
Requested Annual Salary (\$)	50,000
OR	
Requested Hourly Salary	15.00/hour
Source(s) of Salary Funds	01-09800-00000-6000
(Fund, RC, Restriction, Natural, and Line Value added in this section for each account number in section)	Line value is \$60,000

Step 4: Job Offers

- Only the President may offer a faculty contract to faculty members. The President delegates this responsibility to the Provost. No one is “hired” as a Marquette University faculty member until the

- Paperwork required for MU current staff member to teach one or more classes include
 - Curriculum Vitae or Resume (if new hire or more than three semesters)
 - Unofficial Transcripts for all

- Once the position is marked "filled" by Human Resources (triggered by the receipt of the Confirmation of Offer), an acknowledgement email goes out to ONLY the candidates marked "Department Determined Not Best Match." Candidates who were interviewed should be sent an acknowledgement letter or email from the department.

Step 10: Final Steps

- When the MUID number is generated, the new faculty member will visit the Office in Union Station (AMU 158) with a Government Issued Photo ID to pick up their MUID card. The Card Office cannot issue a MUID card if a MUID number has not yet been generated.
- The new faculty member must contact the Help Desk (helpdesk@marquette.edu or 288-7799) to gain access to their email account
- After email is set up, FERPA training must be completed (http://www.marquette.edu/mucentral/registrar/policy_ferpa.shtml)
- When FERPA training is complete, the department designees should request D2L access for the new faculty member. (<http://www.marquette.edu/mucentral/registrar/faculty/forms.shtml>)
- Human Resources will contact new full-time faculty members to participate in the mandatory new hire orientation

Questions?

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