

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 09/01/2013
ISSUED BY Assistant Vice President 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 the HR Service Center. 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 reviewed and approved by the HR Service Center 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. Department Hiring Official
2. Department 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

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and Equity (OAE) for review.

3. OAE Equity Officer
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.
4. Department Search Coordinator
After the search is completed, forwards the Search Process Summary with a list of eligible candidates to OAE.
5. OAE Equity Officer
Reviews Search Process Summary form, approves pool of candidates, and returns it to the department hiring official.
6. Department Hiring Official
After interviews and selection, sends a letter of offer to the candidate. When offer is accepted, establishes the HR Front End logon for NESSIE New Hire completion of forms. Completes HR Front End transaction and forwards to the HR Service Center to be reviewed and applied.

Note that some appointments may require prior Board approval.