

Regular and Academic Staff Hiring Procedures

Vacant Positions: When a staff position becomes vacant, typically through retirement or resignation, the first-level supervisor should notify the assistant dean serving as the second-level supervisor for the College. The assistant dean will ask the first-level supervisor to review and/or prepare a position description using a standard template. The first-level supervisor will email an electronic draft of the job description to the assistant dean. The assistant dean will review the description. Once approved, the assistant dean will complete a personnel requisition form. The assistant dean will then work with the provost's office and Human Resources to approve and post the job. The assistant dean will also discuss appropriate advertising venues with the first-level supervisor and Human Resources to maximize the reach of the ad and diversity of the applicant pool. Using People Admin, the first-level supervisor reviews application materials and moves successful candidates through the system. After interviewing candidates and checking references, the first-level supervisor works with Human Resources on an offer letter. Questions or concerns about salary and budget must be addressed by the assistant dean.

Before commencing a search, hiring managers are required to contact Human Resources about appropriate diversity training. In addition, the dean's office recommends that the hiring manager attend a Human Resources hiring workshop if possible.

Staff "On-Call" Pools: On-call pools are designed to provide professional services on an occasional basis. Currently, pools have been established in studio art, music, theater and dance, and SCU Presents!. The assistant dean serving as second-level supervisor for the College must be involved in renewing the current pools or establishing a new one.

New Positions: Should a department of program feel a new position is necessary, the potential first-level supervisor should work closely with the second-level supervisor to determine the best course of action and justification for the position.

Regular Staff and Academic Staff Performance Review Procedures (Revised September 2012)

Process for Probationary Employees. All first-level supervisors are asked to complete a performance review for employees successfully completing the introductory employment period. The introductory period is defined as the first six months of employment in a position that is new to the employee – this includes both new hires as well as current employees who have transferred to a new position.

In lieu of the College's three-part assessment process described below, first-level supervisors are asked to complete the university-wide introductory period evaluation form located on the Human Resources web site: <https://www.scu.edu/hr/managersleaders/performance-management/>. Scroll down to the "Performance Documents" section.

When the first-level supervisor and employee have completed and signed the document, please send the original to the assistant dean serving as second-level supervisor. At this point, the assistant dean will discuss the document and a merit increase, if appropriate, with the first-level supervisor.

With the assistant dean's signature, the document is sent to Human Resources and the evaluation process comes to a close. Copies will be provided to the first-level supervisor and employee.

Finally, the assistant dean will work with the first-level supervisor and employee on an appropriate transition to the College's three-part performance assessment process.

Process for continuing employees. All first-level supervisors are asked to complete an annual performance review of their employee(s) (regular staff and academic staff). The process contains three steps and covers the period April 1 to March 31. The first step asks supervisors and employees to establish clear goals and expectations while determining appropriate feedback sources. This mutual expectations checklist, alongside an updated job description, is submitted by April 1. The second step asks employees and supervisors to meet mid-year, evaluate progress and make any necessary adjustments. This mid-year review, alongside any changes to the job description, is submitted by September 15. The final step is to determine the overall annual performance. Feedback is discussed, overall performance recorded and the employee is given an opportunity to attach his/her comments. This final document is submitted by March 15. All documents must be sent to the second-level supervisor – either electronic copies or originals are acceptable.

If the dean's office does not agree with the annual overall performance indicated by the first-level supervisor, it must meet with the supervisor and employee by May 1. The goal is to discuss documented challenges and contextualize performance from the College's point of view.

The set of three documents satisfies the university requirement for annual performance evaluation and will be submitted to Human Resources.

To access the performance documents and supporting guidelines, please see the College's web site: <https://www.scu.edu/cas/internal/staff-resources/>.

Merit Raise Determination. First-level supervisors are asked, in the final step of the evaluation process, to award a merit increase. The dean's office will provide a pool of money (either percent or dollars) to the first-level supervisor for each level of performance: 1) exceeds/meets expectations and 2) did not meet expectations. The awarded amount is at the discretion of the first-level supervisor. Any money not distributed by the first-level supervisor will return to the dean's office.

The dean's office will retain a portion of the total pool given to the College. It will be used to assign an additional merit award to employee/employees with extraordinary performance. Extraordinary performance is defined as "significant contribution to the operation of the Department, College and/or University that is over and above what is required by the job description". Each first-level supervisor recommending an employee for extraordinary performance must record the accomplishment(s) in the final performance document. The final decisions rest with the dean's office.