JOB POSTING AND BACKGROUND CHECK REQUIREMENTS

last updated February 2023

Position Type	Required to Post?	Posting Period	Process	Background Check Required For
SAAO Tier I	Yes*	20 business days*	These positions are typically posted and advertised. Post using PeopleAdmin. Must be advertised with a national publication with broad circulation. Electronic, web and listserv media are acceptable. (NOTE: In order to comply with federal regulations related to sponsoring foreign nationals for permanent residency, if a print ad is not done, an electronic or web-based national professional journal ad (not a job board posting) is acceptable if posted for at least 30 calendar days.)	• All new hires • Promotions, Transfers , Rehires *Applies to interim appointments as well
SAAO Tier II	Yes*	10 business days*	These positions are typically posted and advertised. Post using PeopleAdmin. Media advertising deemed appropriate for the level and specialization of the position should be used to ensure a qualified, diverse applicant pool. (NOTE: In order to comply with federal regulations related to sponsoring foreign nationals for permanent residency, if a print ad is not done, an electronic or web-based national professional journal ad (not a job board posting) is acceptable if posted for at least 30 calendar days.)	• All new hires • Promotions, Transfers , Rehires *Applies to interim appointments as well
Federal regulations allow employers to exempt some executive and top management positions (limited at NCSU to positions in JCAT 1XX and 300-308) from Division of Employment Security posting requirements. Exemption from DES posting must be requested from the AVC for HR. In exceptional circumstances only, a waiver of recruitment must be requested from OIED, in accordance with REG 05.55.2: Hiring Procedures for Faculty and EPA Personnel.				
Tenured/Tenure-Track Faculty • **Instructor** • **Assistant Professor** • **Associate Professor** • **Professor**	Yes	20 business days	Use PeopleAdmin. Must be advertised with a national publication with broad circulation. Electronic, web and listserv media are acceptable. (NOTE: In order to comply with federal regulations related to sponsoring foreign nationals for permanent residency, if a print ad is not done, an electronic or web-based national professional journal ads (not a job board posting) is acceptable if posted for at least 30 calendar days.) Only in exceptional circumstances may a waiver of recruitment be requested from OIED, in accordance with REG 05.55.2. The Instructor title/rank is limited to individuals who are being appointed "ABD" (all-but-dissertation, or pending receipt of terminal degree) and who will move into a tenure-track Assistant Professor title/rank upon award of terminal degree.	• All new hires • Prior or existing (paid status) Faculty rehires, reappointments, transfers who have had a break in service **greater** than one academic year or if a check had not been done previously • If no background check required, an education verification alone may be conducted if none on file or if new appointment/rank requires higher credential than previously verified.

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ADJUNCT Faculty (UNPAID)	No	NOT APPLICABLE	Adjunct appointments are unpaid appointments held by individuals employed primarily outside the university whose credentials qualify for academic rank and who provide academic services to the university (such as teaching, service on doctoral committees, or an advisory role) on a courtesy or volunteer basis. An adjunct role may also be held by a NC State University employee whose primary appointment is as EHRA or SHRA non-faculty and who qualifies for academic rank and provides uncompensated academic (e.g., teaching) services in addition to their primary non-faculty appointment.	• All new hires • Prior or existing unpaid adjunct faculty rehires, reappointments, transfers who have had a break in service greater than 30 days or if a check had not been done previously • Education verification may be needed
Non-Tenure Track (NTT) Faculty (PAID) **Lecturers & Senior Lecturers** **Clinical Faculty** **Extension Faculty** **Faculty of the Practice** **Research Faculty** **Teaching Faculty** **Field Faculty** **Librarians** -- except <u>returning</u> **NTT faculty** (see below)	Yes	10 business days	Use PeopleAdmin to post. Interim Recruitment Reports and Hiring Proposals are required. Multiple hires can be selected from the candidate pool. An individual Hiring Proposal is submitted for each selected candidate. The candidate statuses are managed in the main pool. Each selected candidate is given the status of "Selected for Hire." Notify your Employment Consultant with position numbers that are associated with the pool and which candidate will be hired into each position number when you are ready to make an offer. Only in exceptional circumstances may a waiver of recruitment be requested from OIED, in accordance with REG 05.55.2: Hiring Procedures for Faculty and EPA Personnel.	• All new hires • Prior or existing (paid status) Faculty rehires, reappointments, transfers who have had a break in service **greater** than one academic year or if a check had not been done previously • If no background check required, an education verification alone may be conducted if none on file or if new appointment/rank requires higher credential than previously verified.
<u>Returning</u> **NTT Faculty (PAID)**	No	NOT APPLICABLE if employed in consecutive AYs	**If an individual returns to teach on a recurring basis in consecutive academic years (AY) in the same academic discipline/department,** they are considered continuing for this purpose. Follow departmental required process.	Required only if a check had not been done previously • If no background check required, an education verification alone may be conducted if none on file or if new appointment/rank requires higher credential than previously verified.

Position Type	Required to Post?	Posting Period	Process	Background Check Required For
Visiting Faculty & Visiting EHRA Professionals	No	NOT APPLICABLE	Visiting appointments are not true job vacancies. Visiting NTT faculty appointments (e.g., visiting Assistant/Associate/Full Professor) -- as well as visiting scholars, scientists, and researchers appointed as EHRA non-faculty professionals -- are visiting NC State from a "home organization" to which they are expected to return. Those who will receive some form of payment thru NC State are processed via PeopleAdmin. The approval process mirrors the current "EHRA Waiver" workflow. Visiting appointments cannot exceed 2 years total.	• All new hires • Prior or existing unpaid visiting faculty and visiting EHRA professional rehires, reappointments, transfers who have had a break in service greater than 30 days or if a check had not been done previously • Education Verification may be needed.
EHRA Non-Faculty Professional	Yes	10 business days	Use PeopleAdmin to post. Media advertising deemed appropriate for the level and specialization of the position should be used to ensure a qualified, diverse applicant pool. (NOTE: In order to comply with federal regulations related to sponsoring foreign nationals for permanent residency, if a print ad is not done, an electronic or web-based national professional journal ad (not a job board posting) is acceptable if posted for at least 30 calendar days.)	• All new hires • Existing employees who have been promoted, transferred (incl. lateral), or reassigned *unless a recent check is on file • An education verification alone may be conducted if none on file or if new appointment/rank requires higher credential than previously verified.
SHRA	Yes	5 business days	Use PeopleAdmin to post.	• All new hires • Existing employees who have been promoted, transferred (incl. lateral), or reassigned *unless a recent check is on file

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Post-Docs	Optional	Optional	If posting for full recruitment, the vacancy notice should be routed to ISSC through PeopleAdmin to be posted. When no formal recruitment has been done and a candidate has been informally selected, those positions will need to be posted "internally". A "key" will be generated by the system which will then be given to the selected candidate. The candidate will use the key/weblink to access the vacancy and "apply". Only those who are provided with the key will be able to access the vacancy posting. Candidates apply via the Candidate Profile with required CV/resume and other necessary documents as determined by department. Department uses the Online Employment System (PeopleAdmin) to give candidate statuses. Multiple hires can be selected from the candidate pool. Each selected candidate must be hired via a Hiring Proposal. Interim Reports are not required for post docs; however Hiring Proposals are required. Department notifies ISSC when the position has been filled to close out the search in PeopleAdmin.	• All new hires • Existing employees who have been promoted, transferred (incl lateral), or reassigned *unless a recent check is on file
EHRA Waiver of Recruitment	No	NOT APPLICABLE	Positions for which recruitment is waived by OIED, such as individuals named in grants and individuals relocating to NC State in conjunction with newly-hired faculty/researchers are processed via PeopleAdmin.	• All new hires • Existing employees who have been promoted, transferred (incl. lateral), or reassigned *unless a recent check is on file • If no background check required, an education verification alone may be conducted if none on file or if new appointment/rank requires higher credential than previously verified.
Current Employee Additional Assignment (supplemental pay/overload assignment)	No	NOT APPLICABLE	Follow departmental required process.	New duties which make a check appropriate such as access to financial assets or accounts (See PRR)
Temporary SHRA & EHRA (other than student workers) --Including	Yes	5 business days	1. UTS Full Process: Use UTS to fill the vacancy--https://uts.hr.ncsu.edu/for-hiring-departments/	• All new hires • Rehires if no recent check on file**

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positions that have historically been hired as "flat rate"			2. Department Process: Post via PeopleAdmin, route to college/division for approval and posting. Use "Non-UTS temporary" process Candidates apply via PeopleAdmin using the Temporary Application. Department uses PeopleAdmin functionality to give candidate statuses and submits hiring proposal to "Non-UTS Approver". Multiple hires can be selected from the candidate pool. Each selected candidate is given the status of "Selected for Hire." Department submits hiring proposal to fill the position (s) and then finalizes the posting with a "Filled" status.	
Temporary Assignment Filled by a Retiree	No	NOT APPLICABLE	Follow departmental required process. If hiring an NCSU retiree returning to a role that they formerly performed and for which they are uniquely qualified, the assignment is considered "internal" and posting is not required. NOTE: If hiring a non-NCSU retiree (State of NC, other UNC institution, etc), position must be posted.	• No background check is required for NC State University retiree
Former Temporary Employee Fulfilling Previous Role in Consecutive Academic Years	No	NOT APPLICABLE	Follow departmental required process.	• All new hires • Rehires if no recent check on file**
Positions Lasting Three Days or Less	No	NOT APPLICABLE	NOT APPLICABLE	• All new hires • Rehires if no recent check on file**
NCSU Student Worker (Ex: work study, graduate assistant, resident advisor, etc)	No	NOT APPLICABLE	Follow departmental required process. For exemption to the posting process, students must be enrolled at least half-time. Note: If hiring a student to work in the fall semester who is not enrolled in summer sessions, you do not need to post for summer employment. Note: If you want to hire an individual who graduated and is no longer enrolled with NCSU, the temporary employee recruitment process is followed and background checks are required.	• Optional when the individual's primary role with the University is characterized as a full-time student. However the department may request a background check based on risk factors of the position such as: cash handling, key holder responsibilities, positions of mentorship, driving, access to confidential information, etc. • Required for all positions that interact with minors

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			Note: If hiring a student that is not enrolled at NCSU, the temporary employee recruitment process is followed and background checks are required.	

* If an <u>existing/recent SHRA, EHRA, Post Doc, or Faculty employee</u> becomes subject to a background check, the Background Check Program may be able to reference an existing background check to make an endorsement decision if the check was processed within the past twelve (12) months and no new duties are assumed which make a check appropriate, such as access to financial assets or accounts

** If an existing/recent Temporary employee becomes subject to a background check, the Background Check Program may be able to reference an existing background check to make an endorsement decision if the check was processed within the last twelve months and no new duties are assumed which make a check appropriate, such as access to financial assets or accounts

***In the event that a background check is processed, but the person is ultimately not hired (and thus not subject to disclosing criminal convictions as an existing employee under the PRR), the Background Check Program will make a determination if a new check is needed