

Project Office to BearQuest Conversion: Faculty Hires

Here is the schedule of when to use which process during the conversion:

- Until 2/15 – Project Office
- From 2/19-2/29 – FPAR (Paper forms)
- Beginning 3/3 -- BearQuest

PROJECT OFFICE - Use until 2/15/2008:

When you hire into a faculty position you are hiring against a previously approved request. In the request you entered estimated numbers for salary and start-up costs for the new position. Now that you are hiring, it is time to enter the actual salary and start-up costs for the candidate you have selected. To do that you will create a new project in Project Office and enter the actual figures. The information you enter in this HIRE project will be used to generate the faculty contract.

Gather all the information you have about the original request – the amount requested, etc. And about the prospective hire – legal name, address, details about the contract, etc.

Follow these steps to create a HIRE project against a previously approved faculty position request. If you have any questions please do not hesitate to call Stephanie Kilgore (8462) for assistance. :

- Create new Project Office (PO) project. Include the word HIRE in the name of the project (e.g. HIRE-AS-Eng-Linguistics professor). The word “HIRE” in the project name is the signal to the service areas that this project needs immediate attention.

- In the template selection window, choose “operational proposal.”

- Complete the PO Overview tab – be sure to check the first two checkboxes under “Check all of the following that apply to your project.” (“Includes a personnel request” and “Includes a request to hire...”)

- Check all of the following that apply to your proposal:
- ☒ Includes a personnel request (i.e. new position, upgrade, replacement, etc)
-- if so, you will also need to complete the EMS questionnaire.
 - ☒ Includes a request to hire a specific individual into an approved faculty position
-- if so, you will also need to complete the EMS questionnaire.
 - ☐ Includes a construction request
-- if so, you will also need to complete the Construction Request tab.
 - ☐ Includes a request to use funding from grants or sponsored research projects

- Launch the Employment Management System (EMS) within Project Office
- In EMS, select: position type - faculty; action requested - Hire a faculty member
- You will be prompted to select the previously approved project against which you are hiring and the personnel action. Make your selections and click next.
- Complete the questions in EMS. Here are the answers to some common questions:
 - Since the candidate will not have a Baylor ID – put in his or her legal name in the Employee Information screen.
 - The most commonly used account numbers will be: Tenure/tenure track faculty(9113) and full-time lecturers (9143)
- Print out EMS form called “Printable Tenured Signatures.” Once you have printed this form, you can close EMS. Have the tenured faculty sign this form to indicate their approval for the hire. The signed, original form goes to the Dean.

	Tracking ID	Personnel Action	Description	
Select to edit/review	F002455	Hire a Faculty Member	Professor of Linguistics	Show Summary Delete Printable tenured signatures

- Use the “Links to Documents” button in PO to open the Proposal Narrative (Word) link. Delete the existing proposal narrative template and enter (or copy and paste) a Faculty Hiring Memo that summarizes the terms that should be proposed in the contract. (See attached examples) Note: The Consent and Disclosure form mentioned in the sample memo is available from the Chair Resource Center website in the faculty/staff section on the faculty interviews/contract initiation page: www.baylor.edu/crc/faculty_interview_contract.
- In PO open the overview tab and click “release for review” and then “ok” to release the HIRE project to the Dean.

FPAR (paper forms) - 2/19/2008 – 2/29/2008:

- Use this link to download FPAR form:
<http://www.baylor.edu/content/services/document.php?id=59423>
- Print & complete the FPAR –EXCEPT FOR THE SALARY
- For the FPAR number (upper right hand corner of the form) use the approved Project Office number followed by an “A” for the first candidate, “B” for the second candidate and so on as needed.
- Have tenured faculty sign the FPAR to indicate their approval of the hire
- Complete the salary information on the FPAR.
- Create a Faculty Hire Memo that summarizes the terms that should be proposed in the contract. (See attached examples).
- Send the memo and the original, signed FPAR to Dean’s Office. (Note: The Consent and Disclosure form mentioned in the sample memo is available from the Chair Resource Center website in the faculty/staff section on the faculty interviews/contract initiation page: www.baylor.edu/crc/faculty_interview_contract.)

BEARQUEST – starting 3/3/2008:

- All faculty hires and other actions will be entered through BearQuest.
- Sign up for BearQuest training through POD website (watch for future announcements regarding dates and times).
- Departments with open faculty searches will get first priority for training dates
- Key Budget Contacts (KBC’s) will be trained in BearQuest on 2/11/08