

Policy title Hiring of Faculty, Staff, and Student Employees	Category Human Resources
Owner Human Resources	Approved by Business and Human Resources Office

Policy statement

Staff hiring policy:

- All open positions must be approved in writing by the President.
- Anyone who hires full, part-time, or incidental staff employees for Nebraska Wesleyan must contact the Human Resource Office before beginning the search process.
- All advertisements must be approved by the Human Resource Office, the position supervisor, and the division Senior Administrator.
- All advertisements are placed either by the Human Resource Office or with the written approval of the Human Resource Office.
- All application materials are sent to the attention of the Human Resource Office.
- All on campus interview candidates must meet with the Human Resource Office to review benefits and payroll procedures.
- A background check by the Human Resource Office is required for all staff positions.
- All staff position salaries are confirmed with the Human Resource Office before any search is begun or salary offer made.
- Hourly nonexempt salaries are set according to NWU's support staff pay scale. Administrative exempt salaries are set according to NWU's administrative staff compensation policy.
- Human Resource Office procedures are followed for all staff employment searches.

Faculty hiring policy:

- Anyone who hires full time faculty for Nebraska Wesleyan University must have prior written approval by the Provost and President.
- All advertisements for full and part-time faculty positions are placed by the Academic Affairs Office with prior approval of the Provost for full time positions and Dean for part-time positions.
- Part-time faculty position searches are completed by the chair of the department or faculty appointment by the chair according to Academic Office Procedures.
- All full time and part-time faculty salaries are set by the Provost.
- All full time faculty offers are made by the Provost.

Student hiring policy:

- Anyone who hires students on a part-time or incidental basis for Nebraska Wesleyan University must contact the Assistant Director of Financial Aid to obtain list of the only students eligible for employment.
- Student employees must be selected from this list.

Questions about this policy and implementation procedures should be referred to the Human Resource Office.