	PROCEDURE MANUAL	Document No.: PM-HR-02-02 Effective Date: November 25, 2020 Supersedes: PM-HR-02-01
MAPUA	RECRUITMENT OF FACULTY	Page: 1 of 7
Prepared by:	Reviewed by:	Approved by:
Jeger-	Digitally signed b Victor B. Tan Date: 2020.11.25	

Raul Victor B. Tan

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l.:	PURPOSE

Maria Elizabeth S. Yap

This manual provides policies and procedures for requesting, recruiting, screening, selecting, and hiring faculty members in the university.

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SCOPE П.

This manual covers request for faculty from all Schools and Academic departments of the university. Recruitment of faculty staff is non-discriminatory wherein the University may hire from qualified underrepresented groups including ethnic minorities, low income, non-traditional, sexual orientation/gender identity and disabled applicants.

111. DEFINITIONS

- 1. Faculty Request Form (FRF) A form used to document the request for faculty member. It indicates the quantity of needed faculty, the subjects to be taught, and the required job specifications such as educational gualification, industry experience, and competence.
- 2. Mapua English Language Test (MELT) A verbal and written test designed to assess the communication skills of the faculty- applicants. The score for this test ranges from 1.0 to 5.00. The acceptable score is 3.0 for both verbal and written tests. However, for English Faculty applicant, the acceptable score is 4.0 for both tests.
- IV. **RESPONSIBILITY AND AUTHORITY**



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Reynaldo B. Vea

President & CEO



The President conducts final interview with full-time faculty-applicant and renders decision on probationary employment.

The EVP for Academic Affairs conducts interview with both Full/Part-time faculty-applicant and renders final

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	employment decision for Part-Time and recommends final interview with the President for full-time.
Dean, Department/Program Chair	The Dean, Department/Program Chair conducts interview with faculty applicant and renders decision as to endorse said applicant for next level interview to be conducted by EVP for Academic Affairs.
Faculty Recruitment Commitee	The Committee evaluates the competence exhibited by the faculty-applicant through a teaching demonstration.
HR Director/Manager	The HR Director/Manager reviews the results of pre- employment screening of faculty-applicant and recommends said applicant for interview by the Dean, Department/Program Chair
Talent Acquisition	The Talent Acquisition advertises the need for faculty, evaluates the qualification of applicants and administers the screening process.

Shall be responsible for the preparation of all preemployment contracts of teaching.

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V. DETAILS OF PROCEDURE

Process Flow

<u>Responsibility</u>

Details / Notes

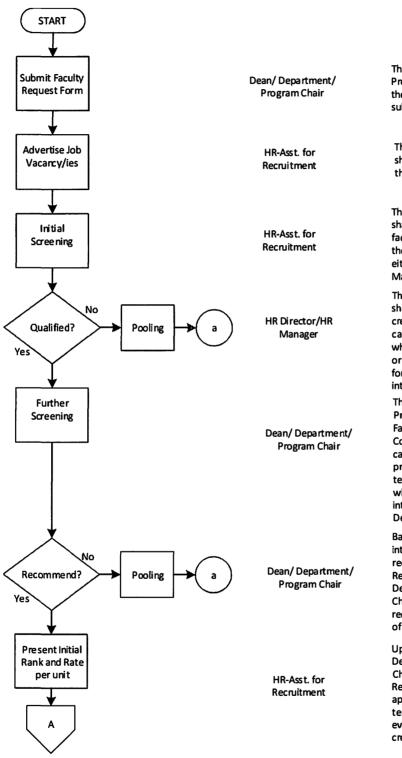


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RECRUITMENT OF FACULTY



Page:



The Dean or Department/ Program Chair shall accomplish the Faculty Request Form and submit to HRD.

The HR-Asst. for Recruitment shall advertise the Job/Vacancy through online or print media

The HR-Asst for Recruitment shall evaluate the credential of faculty-applicants and forward the shortlisted candidates to either HR Director or HR Manager for further review.

The HR Director/ HR Manager shall further review the credentials of shortlisted candidates and endorse, those who are qualified, to the Dean or Department/Program Chair for teaching demo and job interview.

The Dean or Department/ Program Chair shall form a Faculty Recruitment Committee to evaluate the candidate's competence and presentation skills through teaching demonstration. After which, said applicant shall be interviewed by the Dean or Department/Program Chair

Based on the result of job interview and upon the recommendation of Faculty Recruitment Committee, the Dean or Department/Program Chair shall decide whether to recommend or not the hiring offaculty-applicant.

Upon recommendation of the Dean/Department/Program Chair, the HR-Asst. for Recruitment shall apprise the applicant on his/her initial/ tentative rank pending evaluation of his/her credentials

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	(A)			
	Agree? Pooling a	HR-Asst. for Recruitment	Upon presenting the tentative rank and corresponding rate per unit, the HR-Asst. for Recruitment shall wait for the decision of the applicant.	
	Take MELT	HR-Asst. for Recruitment/ELC	The HR-Asst. for Recruitment shall administer the writing test while the verbal test shall be conducted by English Language Center (ELC)	
	If Full-time or Part-Time? Full-time	HR-Asst. for Recruitment	The HR-Asst. for Recruitment shall forward to the EVPAA the CVs of Part-time faculty for further screening and approval. While for Full-time, schedule interview with EVPAA	
	Interview with the EVPAA	Ενραά	The EVPAA shall interview the Full-time faculty applicant	
	Recommend? Pooling a	EVPAA	The EVPAA shall decide whether to recommend the Full-time faculty applicant for interview by the President.	
	Final Interview with the President	President	The President shall interview the Full-time faculty applicant	
	Approved for hiring? Yes	President	The President shall decide whether to accept or not the Full-time faculty applicant.	
	Offer to Hire	HR-Asst. for Recruitment	The HR-Asst. for Recruitment shall discuss initial rank and rate pending ranking evaluation by OEVPAA including benefit packages. However, in case the faculty has yet to meet the require d score in MELT, he/she will be given mentoring intervention by ELC and will be require d to	
	End		re-take the test within the probationary period and obtain the required score.	

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VI. REACTION PLAN

In case the procedures for the recruitment of faculty are not followed whether in full or in part, HR Director shall call the attention of the individual who did not adhere with the procedures, document the reasons behind deviation and file as refere. Additionally, said individual shall be re-oriented with the proper procedures for the recruitment of faculty.

VII. PERFORMANCE INDICATOR

Just in time hiring of faculty member in accordance with the job specification indicated in the Faculty Request form (FRF) through the proper procedures indicated herein.

VIII. REPORTORIAL REQUIREMENTS

Report Title	Frequency of Update	Responsible Personnel
Recruitment Turnaround Time	As needed	Hr-Asst. for Recruitment
Recruitment Update (Status)	As needed	Hr-Asst. for Recruitment

IX. REFERENCE DOCUMENTS

Document Code

- 1. FM-HR-09-01 Faculty Request Form
- 2. FM-HR-04-01 Application Form for Teaching
- 3. FM-HR-11-01 Faculty Recruitment Interview and Recommendation Form

Title



REVISION HISTORY

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Section / Page	Rev. No.	Reason for Revision	Effective Date	Ву
II. Scope	02	Update and include the hiring of underrepresented groups	November 25, 2020	MESY