


	PROCEDURE MANUAL	Document No.: PM-HR-02-02
	RECRUITMENT OF FACULTY	Effective Date: November 25, 2020
		Supersedes: PM-HR-02-01
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Prepared by:  Maria Elizabeth S. Yap	Reviewed by:  Raul Victor B. Tan <small>Digitally signed by Raul Victor B. Tan Date: 2020.11.25 12:26:57 +08'00'</small>	Approved by:  Reynaldo B. Vea
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I. PURPOSE

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

II. SCOPE

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 under-represented groups including ethnic minorities, low income, non-traditional, sexual orientation/gender identity and disabled applicants.

III. 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 qualification, 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

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

APPROVED
 BY:  DATE: 11/25/2020

UNCONTROLLED
 EVP for Academic Affairs

Crisanta F. Azcueta 10-Nov-2022
 Signature over Printed Name/Date

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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 Committee


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 pre-employment contracts of teaching.

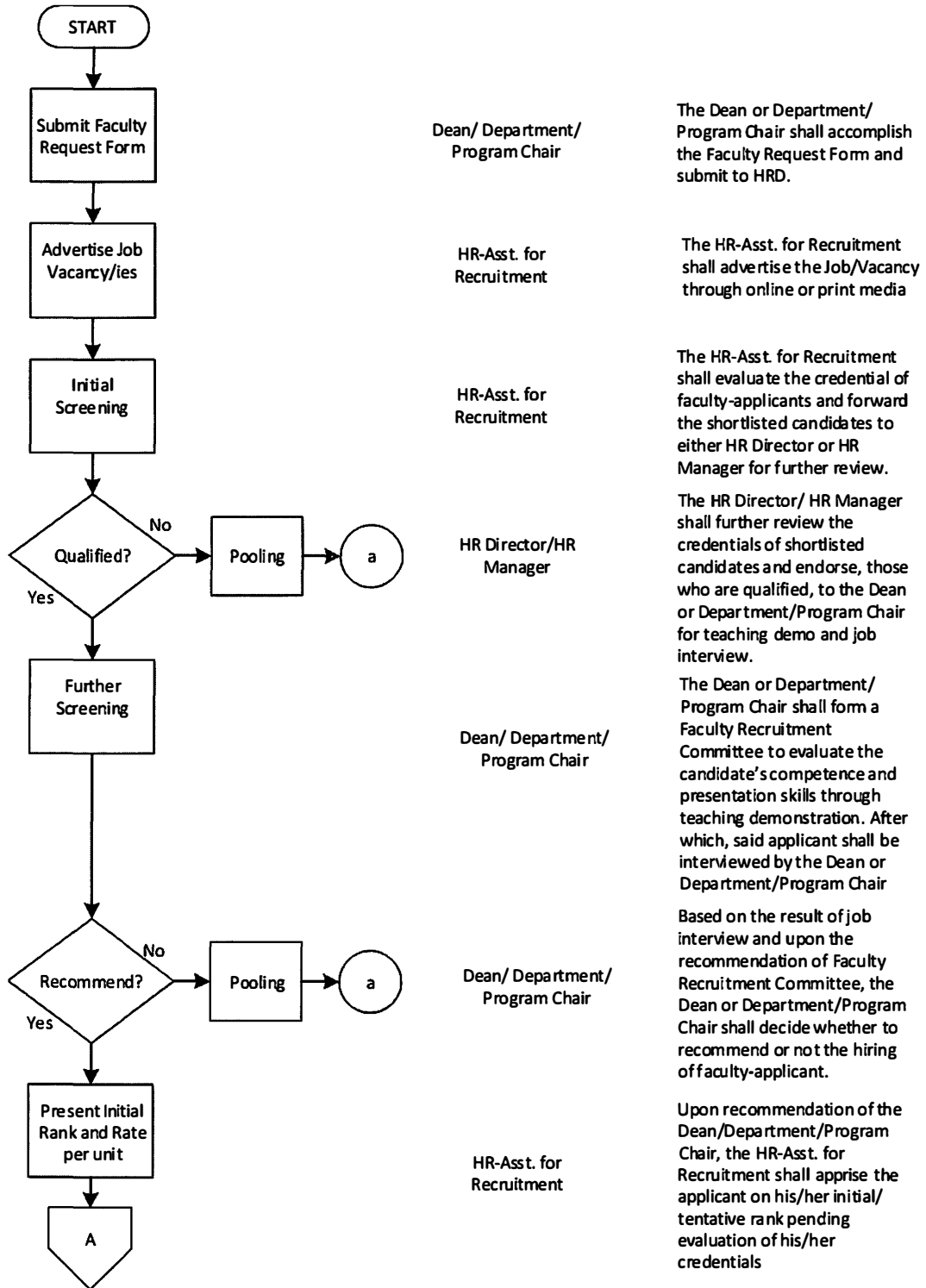
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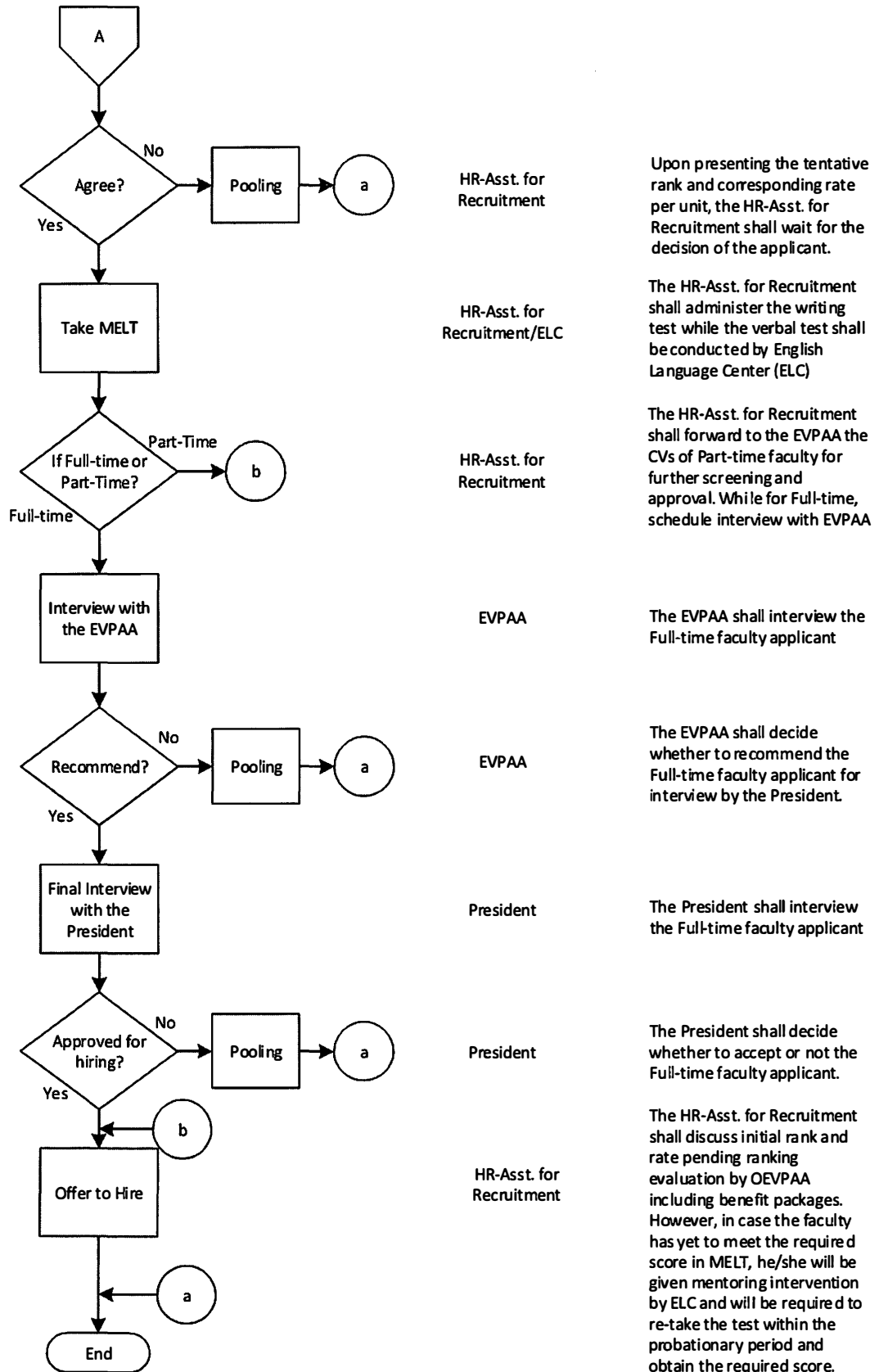
V. DETAILS OF PROCEDURE


Process Flow

Responsibility

Details / Notes





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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 reference. 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	Title
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

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