# CALS EPA Hiring Procedures

Full details of these procedures may be found on the web at [http://ceres.cals.ncsu.edu/website/index.cfm?CurrentWebSiteID=93](http://ceres.cals.ncsu.edu/website/index.cfm?CurrentWebSiteID=93)

## Tenure-Track EPA Hiring

| Request for position allocation including: rank/title, justification, relevance, duties, office/lab space, start-up funds including renovation & major equipment. Also include: method to be filled, salary range/distribution % and funding source(s). The Assoc. Dean will advise Dept. Head of the Dean/Directors’ response to the request. | X | X | X |

## Recruitment Steps

1) Request to Create / EPA-006 (if applicable) | X |
2) EPA Vacancy Report (EPA-001) | X |
3) Interim Recruitment Report (EPA-002) | X |
4) Final Recruitment Report (EPA-003) ** | X | X | X | X | X | X | X | X |

## Non-Tenure Track EPA Hiring

| Authorization to recruit including: method of filling, position #, duties/qualifications, funding source/salary distr., title, salary, eff. date and appt. length (See sample memos at [http://www.cals.ncsu.edu/index.cfm?showpage=111](http://www.cals.ncsu.edu/index.cfm?showpage=111)). | X | X | X | X | X | X | X |

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- **Memo to Dean sent directly to the Dean**
- **Memo sent directly to Director(s) providing funding or with interest in position (Leath, Espenshade and Ort)**
- **Copy of memo to ALL THREE Directors (Leath, Espenshade and Ort)**
- **Copy of memo sent directly to Director(s) with interest in Blankenship)**
- **Copy of memo sent directly to Assoc. Dean (Sylvia)**
- **Copy of memo to EPA Coordinator**
- **Original form(s) and back-up sent to EPA Coordinator**
- **Draft Letter of Offer sent to ALL**
**CALS EPA HIRING PROCEDURES**

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**Non-Paid EPA Appointments**

- Request for appointment including: title, work to be conducted, eff. date, appt. length and vita.
- Adjunct/Visiting Faculty vita; two letters of reference, and faculty vote.
- Associate Status. Obtain and submit written concurrence of employee’s home Department Head as well as faculty votes.

**Special Faculty and Extension Specialists**

- Offer letters should include program splits (R, E, AP, duties, etc.) in addition to standard offer letter.
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