

## **Personnel Issues – Sponsored Program Hiring Policy**

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**Policy Number:** 600-018  
**Effective Date:** April 3, 2007  
**Last Updated:** April 2, 2009<sup>1</sup>  
**Issuing Authority:** Vice President for Research and Compliance  
**Responsible Offices:** Human Capital Management

### **Purpose:**

To streamline the process for hiring candidates to work on sponsored program activities.

### **Policy:**

It is the policy of Howard University and all related entities, business units, subsidiaries and affiliated organizations including, but not limited to, Howard University Hospital (hereinafter referred to collectively as “Howard University”) to hire candidates to work on sponsored program activities as efficiently as possible. Hiring for sponsored programs must adhere to Howard University Human Capital Management (HCM) policies and is subject to all policies and procedures related to Howard University’s employment. Personnel hired for sponsored program activity receive employee benefits consistent with their terms of employment and university policy.

### **Business Process Description:**

When an awarded proposal is received by Howard University that includes a vacant position(s) the recruitment/hiring process is initiated. This includes three steps: 1) posting sponsored program positions, 2) interviewing potential candidates, and 3) hiring personnel.

### **Posting Sponsored Program Positions**

When a proposal is awarded, the Office of Sponsored Programs/Research Administration (OSP/RA) notifies the Principal Investigator/Program Director (PI/PD). If the award includes funding for a vacant position, The PI initiates the hiring process. Consistent with HCM policy, Human Capital Management (HCM) determines whether the position requires posting:

- When the proposal names the person for the position, the position does not need to be posted.
- When the proposal indicates the designated position as TBA, the position must be posted for a minimum of 3 days.
- When the PI/PD has not identified someone for the position, a request can be made to HCM to post the position.

If HCM determines that the position requires posting, the PI selects an appropriate job description from its repository of position descriptions, or HCM assists the PI/PD in developing the *Position Description*.

If the position does not need posting, the HCM helps the PI/PD to complete the hiring process. The PI submits the prepared *Position Description* to HR where the position is classified if it is new. HCM

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<sup>1</sup> Minor changes to enhance clarity, assure consistency with other policies or correct misspellings and other grammatical errors have been made after the initial approval date.

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assigns an appropriate job code to the position and posts the position on the Howard University Human Resources website and other appropriate recruiting websites and publications. All positions require posting for a minimum of three days. HCM collects applications for the position, responds to potential candidate questions and submits the certified applications to the PI/PD.

### **Interviewing Potential Candidates**

The PI/PD is responsible for interviewing candidates and identifying a candidate for the position. Once the PI/PD identifies a candidate for the position, the HCM is contacted to initiate and complete the necessary steps for hiring.

### **Hiring Personnel**

When the PI/PD selects the candidate and notifies HCM. HCM completes an offer letter for the new employee, including the job description, period of the appointment, and the proposed salary for the position. If the candidate accepts the position, HCM creates a job identification number in the university personnel system for the position. If the candidate does not accept the position, the PI/PD chooses another candidate from the resume/ interview pool or decides to post the position again to gather more candidates.

Hiring of wage employees follows a similar process with the exception of the posting of the position.

### **Roles and Responsibilities:**

#### **Human Capital Management (HCM)**

- **HCM:** HCM works in conjunction with the PI in facilitating the hiring of personnel for sponsored programs. HCM classifies all positions and verifies appropriate job responsibilities and compensation levels. HCM is responsible for posting the position on the Howard University website and other appropriate recruiting websites and publications. The HCM is also responsible for processing the candidate's information in the university personnel system. The HCM presents the Offer Letter and the New Hire Packet to the candidate.

#### **Academic Department**

- **Principal Investigator/Project Director (PI/PD):** The PI/PD is responsible for informing HCM of any intention to hire for a grant funded position. The PI/PD is responsible for completing the *online request*. The PI/PD is responsible for selecting and interviewing candidates.

### **Processes/Events:**

- Award Acceptance & Set-Up Policy
- Personnel Issues – Sponsored Program Hiring Procedure
- Proposal Development and Submission Policy

### **Forms and Links:**

- OVPRC Website <http://ovprc.howard.edu>
- Request to Fill a Position Form



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- Personnel Recommendation Form
- Requisition Personnel Recommendation Form
- Application to Seek Off-Campus Funds form