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Check List & Quick Guide to EPA / Faculty Recruitment
 Complete Guidelines for EPA and Faculty recruitment online at
<http://www.uspsa.edu/eemployment/bring.html>

Active Recruitment - Contact EPA office

1. Department Chair/Division submits request to recruit to Human Resources (HR) via Chair's Vice-Chancellor's office:
 - Draft of ad (use of Consensus™ is required for the collection of application materials)
 - Position number
 - Publications/website to advertise/post ad in national professional journal(s) required for faculty searches
 - Budget number to charge for advertising
- Note: As EPA job description does not exist HR will be required prior to advertising for all new non-faculty positions and existing non-faculty positions with significant change from the last job description. For any new position, an HR 5.04 form will need to be completed to create the position and establish a position number.
2. HR representative meets with Department Chair/Division and search committee to review guidelines and identify concerns/options for increasing diversity

Search Committee Process

3. Each member of the Search Committee submits their "List of 5" to collect applications.
4. Search Committee reviews candidates, determines pool from which phone interviews will be determined.
5. Search Chair forwards candidates list to HR for EEO analysis. HR provides EEO job for second list of minorities or women.
6. Search Chair forwards interview candidates to Department Chair/Division Vice-Chancellor for approval. Departmental contacts phone or in-person interview.
7. Final candidate(s) must complete a background check release form and send it directly to HR. Search Chair must contact HR at ext. 2110 to give authorization to run the background check.

Offer and Acceptance (Offer of those with an offer may not be extended until step 8 is complete and HR approval received.)

8. Department Chair/Division sends final recommendations with search summary to Chair/Vice-Chancellor for approval and HR for EEO/AA certification of search process and completion of background check.
 - Completion of the search committee by name, title, & department
 - Summary of search process including methods used to increase the diversity of the applicant pool, screening process, and selection criteria
 - Comparative evaluation of on-campus interview candidates including final rationale for selection decision and results of reference checks
 - Address any potential questions/conflict of interest regarding the recommended candidate
9. Chair/Vice-Chancellor and HR approval received. Department Chair/Division extends a verbal offer to candidate. Chair/Vice-Chancellor can issue a conditional or verbal offer to writing template provided by HR, subject to review by Office Academic Affairs and HR approval. Search Chair contacts remaining applicants so that they know the outcome of the search.
10. Department Chair/Division sends acceptance information and documents below to HR who forwards it through the Vice-Chancellor/Provost to HR.
 - Letter of Intent and Appointment Offer
 - EPA Faculty Personnel Data Sheet
 - Official transcripts, letters of recommendation, and "Certification of Credentials and Qualifications" (for faculty hire only)
 - Form HR 5.04 EPA (Permanent Personnel Assignment Form)

Office of Employment and Appointment Letter

11. Human Resources prepares and sends U/UCW appointment letter.
12. Benefits coordinator communicates with new employee regarding benefits enrollment.
13. Department Chair/Division must notify the Office of International Programs if the candidate hired is not a US-Citizen.
14. Search list must be kept in the department for 2 1/2 years from the effective date of the appointment. 1 year if foreign national hired.

Human Resources
 610.327.0899

ELIGIBILITY REQUIREMENTS

- Initial Eligibility**
- Be enrolled as a student in a Florida public or non-public secondary school or home education program in Broward County
 - Minimum 3.0 unweighted high school grade point average (GPA)
 - College level test scores in all areas - English, Reading and Math

Placement test	English	Reading	Math
SAT	23+ (Writing and Language)	24+ (Reading)	24-26 (MAC11050) 26.5+ (MAC1105)
ACT	17+ (English)	19+ (Reading)	19-20 (MAC11050) 21+ (MAC1105)
PERT	103+ (Writing and 106+ (Reading)	106+ (Reading)	114-122 (MAC11050) 123+ (MAC1105)
ACCUPLACER Next Gen	245+	245+	242-258 (MAC11050) 259+ (MAC1105)

Table showing placement test (SAT/ACT/PERT/ACCUPLACER NEXT GEN) scores for English, Reading and Math



Intermittent Medication Administration

I, _____ authorize the administration of _____
(name of parent/guardian) (name of medication)

to my child _____ Date of Birth: _____
(child's name (omit DOB))

By: _____
(Supervisor/Provider)

When the following symptoms are present, administer medication:

Amount to be administered: _____ Time administered: _____

Storage instructions: _____

Side Effects: _____ Expiry Date: _____

STOP MEDICATION IF THE FOLLOWING REACTION (S) IS OBSERVED:

Name of Prescribing Physician: _____ Phone Number: _____

Parent's Signature: _____ Date: _____

Supervisor/Provider's Signature _____ Date: _____

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