

SAS Faculty Background Process

All positions to be approved by Area Dean and DOA or Executive Dean

All positions MUST be entered into ROCS

ROCS Postings

No CARF is required but similar information will need to be entered into ROCS

Roles within ROCS

Initiator-Faculty (designated administrator within the department) can create a posting

Authorizer 01- Faculty (supervisory member of the department) can create a posting and/or move to Budget or reject back to Initiator-Faculty

Applicant Reviewer: (designated department member) can move applicants through the workflow

Budget (Director of Administration): This role can edit a posting request received from either an Initiator-Faculty or Authorizer 01-Faculty. After reviewing, will move to Authorizer 02-Faculty or reject

Authorizer 02-Faculty (a member of SAS-HR): This role can edit a posting request and should come ONLY from Budget which is now a required step. Has the ability to move applicants through the workflow. This group also controls the ability to edit and move a posting to the state of: POSTED, CLOSED and FILLED or REJECT

Posting A Position

Refer to ROCS training guide for detailed instructions on how to post a position.

PLEASE NOTE: When entering the posting the “BGI Cert Recipient” field must include the SAS task account BGI@sas.rutgers.edu. An additional department email can be entered using a comma between the email addresses.

ROCS will post to Rutgers job board, Indeed and Higher Ed jobs. Additional advertisements can be placed if desired in appropriate print or websites. Applicants should be instructed to apply through the ROCS system

Recommended posting time is five (5) days

Reviewing Applicants

Applicants are reviewed and interviews occur within each department according to department practice and bylaws

Applicant reviewer to disposition all applicants prior to finalizing/closing posting

Final candidate is moved to FINALIST in ROCS. A verbal/written offer is given, contingent upon a successful background check (BGI)

UHR/EEO check eligibility for hire

Review process takes place and candidate receives email to consent to background check (BGI)

Basic background check includes Social Security, Criminal and Sex Offender checks. This process can take up to fifteen (15) business days to complete. No interaction between applicant and department will take place regarding the background process

BGI certification is sent to SAS-HR task account and designated department representative.

ROCS posting is closed by Authorizer 02-Faculty if successful background check is received

If background check is not successful another candidate may be moved to FINALIST