

Modified RTF Processes Q & A Updated June 21, 2023

Q1: If a search for a position was put on hold, what is the process for bringing that back for consideration?

- Searches based on a previously approved RTF are reviewed weekly and are prioritized based on the bullet points below.
- To request the status of an existing search, please submit a request to the email listed below with the original RTF form attached as a PDF. Include in the message the existing RTF number, the position title, and a brief justification. *Do not resubmit a new RTF.*
- Send status requests to CTState-RTF@commnet.edu
- Priorities Through June 30:
 - 100 percent grant-funded (See Guidance Letter 2 for related grant parameters)
 - Employment/renewal to begin July 1, 2023

Q2: Once a search for position is approved to move forward and offer is about to be made, will the CT State RTF Committee approve the offer at the weekly RTF meeting?

- The HRSS recruitment team will present a weekly list to the committee through D. Mazza for final review. HRSS will also notify the CEO or the hiring manager of the outcome.
- See also Guidance Letter 3.
- At any point until an offer is made, the hiring process for any position may be delayed or cancelled. RTF approval does not guarantee that a search will be conducted or that an offer can be made. All hiring is contingent upon available funds.

Q3: If an RTF was approved, but on hold, can committees move forward with searches up until the offer stage?

- If an RTF remains on hold, a search committee activity should not commence or continue. Please see also Question 1.
- HRSS is maintaining a current list of active searches. Once an initial RTF is approved, a search committee can be formed.
- Searches based on a previously approved RTF are reviewed weekly and are prioritized based on the bullet points below at least until June 30, 2023. To request the status of an existing search, please submit a request to the email listed below with the original RTF form attached as a PDF. Include in the message the existing RTF number, the position title, and a brief justification. *Do not resubmit a new RTF.*
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Q4: Can HR we notify applicants of a hold?

- HR Recruitment team will notify candidates that the search is currently on hold and will be contacted once the search is approved to move forward.
- At any point until an offer is made, the hiring process for any position may be delayed or cancelled. RTF approval does not guarantee that a search will be conducted or that an offer can be made. All hiring is contingent upon available funds.

Q5: What is the plan for faculty on search committees after June 1?

Faculty cannot volunteer as this will violate Fair Labor Standards. This activity is also outside the typical Department Chair duties covered during call-in hours.

Please follow the steps below:

- Identify which positions can wait to be searched until faculty come back in September.
 - If necessary, extend incumbent until the position is filled
- Campus must use available funds to compensate faculty (dependent on budget) out of FY 23-24
- Preferred Cost-Effective Approach: Offer an EA contract for a limited number of hours (ex. 10 max)

Q6: How do we issue requests for PT EA renewals that did not make it into the original batch requests sent previously?

- Use RTF Form 2 for new PT EAs.
- Hold PT EA renewals until a campus budget allocation is confirmed, whenever possible.

Q7: Are NCL contracts for already FT faculty to be considered the same as other NCLs?

- This scenario generally pertains to full-time faculty who are contracted through the Center for Teaching & Learning to provide skills workshops.
- These NCL requests do not need to follow the same process as outlined in Guidance Letter 1 for WDCE and Business & Industry instructors.
- RTF Form 2 should be used

Q8: Should campuses continue to add to the shared spreadsheet previously created by HR Generalists?

- In order to be considered by the RTF committee, individual RTF forms should be used for each new request.
- Completed forms should be sent to CTState-RTF@commnet.edu

Q9: Can one RTF form be used to for multiple openings for the same position?

- No. Please use separate RTF forms for each vacancy.

Additional Important Information:

Please use the CTState-RTF@commnet.edu for all requests for information and new submissions, or requests for prioritization.

Due to the volume of requests and the need to streamline responses and tracking, requests sent to other contacts may not be answered.

RTFs are approved, denied or put on hold on a weekly basis.

Check Guidance Letters for Updates. Guidance Letters posted at:
<https://www.ct.edu/hr/forms#hiring>