Academic Affairs - Process to Hire New Faculty

*This form should remain on top of the faculty paperwork throughout the hiring process*

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College ___________________________ Department ___________________________

Position ___________________________ Position # ___________________________

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Step 1 - Initial Budget Approval: Receive initial approval to search from the Provost

Step 2 - Budget and Position Check: Initiate and complete the search

*Submit the following to the Office of the Provost*

- Critical Hire form
- Separation PAR

*The following approvals are needed before proceeding with step 3*

- Approved through respective office if split-funded (eCore, Grants, Special Initiative, or Honors)
- Academic Affairs Budget
- Provost

*Once signed approvals are received, please do the following:*

- Begin the search
- Select the candidate
- Make a verbal offer to the candidate (if necessary, receive permission from the Provost for any variance from the Critical Hire form)

Step 3 - Complete the Hiring Process: Verify credentials, budget, and letter of offer

*Submit the following to the Office of the Provost*

- ATE
- Budget Amendment/Transfer (if applicable)
- TRS Approval form, if applicable (for retired faculty only - must be TRS approved before hire)
- PAR (for joint appointments, an Employment Compensation Agreement form in lieu of PAR)
- Draft Letter of Offer
- Copy of Vita
- Unofficial Transcripts (official transcripts, if they are readily available)
- Advance Data for Banner form (will be pulled from first step to load into Banner)
- Authorization Form for Consumer Reports

*The following approvals are needed before proceeding with step 4*

- Academic Affairs Budget
- Budget Office
- Academic Affairs Credentials Verification
- Provost
- President

Step 4 - Complete the Hiring Package

- Fax and mail letter of offer to the candidate, to be returned *within 10 days*
- Collect the following documents (please keep in this order)
  - Budget Amendment/Transfer (if applicable)
  - Original, approved ATE
  - Original, signed PAR
  - Original, signed letter of offer
  - Security Questionnaire
  - Original Affirmative Action Checklist (for FT faculty only)
  - Applicant Clearinghouse form (for FT faculty only. Send copy to HR as well)
  - Three signed original or electronic letters of recommendation
  - Vita
  - Official Transcripts
- Submit complete packet to the Office of the Provost
- Office of the Provost submits PAR and Budget Amendment to Budget Services after appropriate signatures are obtained