

Academic Affairs - Process to Hire New Faculty

This form should remain with the faculty paperwork throughout the hiring process

College _____ Department _____

Position _____ Position # _____

_____ Step 1-Receive initial budget 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

_____ 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 offer differs from Critical Hire, Provost approval required)

_____ Obtain correct mailing address for the Letter of Offer

_____ 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)

_____ 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)

The following approvals are needed before proceeding with step 4

_____ Academic Affairs Budget

_____ Budget Office

_____ Academic Affairs Credentials Verification

_____ Provost

_____ President (if applicable)

_____ Step 4- Complete the Hiring Package

_____ Fax and mail letter of offer to the candidate, to be returned *within 10 days*

_____ Upon receipt of the signed letter:

_____ send or scan the "Acknowledgement Letter" to HR

_____ send the "Authorization for Consumer Reports" form to the employee to be returned to HR

_____ Collect the following documents (please keep in this order) and submit to the office of the Provost

_____ Budget Amendment/Transfer (if applicable)

_____ Original, approved ATE

_____ Original, signed PAR

_____ Original, signed letter of offer

_____ Original Affirmative Action Checklist (FT faculty only)

_____ Applicant Clearinghouse Position Posting Announcement (FT Faculty only)

_____ Three signed original or electronic letters of recommendation

_____ Vita

_____ Official Transcripts

_____ Office of the Provost obtains signatures and submits PAR, Budget Amendment and scanned copy of the Affirmative Action Checklist to HR