Submit the following to the Office of the Provost

_____ Critical Hire form

The following approvals are needed before proceeding with step 3

_____ Academic Affairs Budget
_____ Provost

Once signed approvals are received, please do the following:

_____ Begin the search

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)

_____ Copy of Vita
_____ Authorization Form for Consumer Reports (if faculty member returned form to Dean’s office at this time)
_____ Unofficial Transcripts (or 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

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
_____ Three signed original or electronic letters of recommendation
_____ Original Affirmative Action Checklist (FT Faculty only)
_____ Applicant Clearinghouse Position Posting Announcement (FT Faculty only)
_____ 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