Academic Affairs - Process to Hire New Faculty

College ___________________________ Department _________________________________
Position ____________________________ Position # _______________________________

_______ Step 1-Receive initial budget approval to search from the Provost:
Submit the following to the Office of the Provost
_____ Critical Hire form (full-time faculty only)
_____ Separation PAR and Budget Amendment to return to Vacancy Pool
The following approvals are needed before proceeding with step 2
_____ Approved through respective office if split-funded
_____ Academic Affairs Budget
_____ Provost
Once signed approvals are received, please do the following:
_____ Begin the search and select the candidate
_____ Make a verbal offer to the candidate (If offer differs from Critical Hire, Provost approval is required)
_____ Obtain correct mailing address for the Letter of Offer

_______ Step 2- Complete the Hiring Process-Verify credentials & budget:
Submit the following to the Office of the Provost
_____ ATE
_____ Budget Amendment/Transfer (if applicable)
_____ Draft Letter of Offer
_____ Copy of Vita
_____ Unofficial Transcripts (official transcripts, if they are readily available)
_____ Advance Data for Banner form (will be pulled in this step to enter into Banner for 917 and email creation)
The following approvals are needed before proceeding with step 3
_____ Academic Affairs Budget
_____ Budget Office
_____ Academic Affairs Credentials Verification
_____ Provost
_____ President (if applicable)

_______ Step 3- Complete the Hiring Package:
_____ Mail letter of offer and relocation agreement (if applicable) to the candidate, to be returned within 10 days.
_____ Email candidate instructions for submitting the offer letter and contacting HR to complete paperwork, emphasizing the importance of timeliness of both of these actions to ensure they are paid on time.
Copy Alicia Hargraves-Bradford on the email.
_____ Upon receipt of the signed letter:
______ Send or scan the “Acknowledgement Letter” and “Affirmative Action Checklist” to HR (full-time faculty only).
_____ Collect the following documents (please keep in this order) and submit to the office of the Provost
______ Budget Amendment/Transfer (if applicable)
______ Original, signed PAR
______ Original, signed ATE
______ Original, signed letter of offer
______ Three signed original or electronic letters of recommendation
______ Vita
______ Official Transcripts

*Important Reminder for Part-time faculty – send all new part-time hires to HR to complete new employee paperwork.