

## 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