

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.**