

Academic Affairs - Process to Hire New Faculty

This form should remain on top of the faculty paperwork throughout the hiring process

College _____ Department _____

Position _____ Position # _____

_____ Step 1-Initial Budget Approval: Receive initial 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 (eCore, Grants, Special Initiative, or Honors)

_____ 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 necessary, receive permission from the Provost for any variance from the Critical Hire form)

_____ 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)

_____ TRS Approval form, if applicable (for retired faculty only-must be TRS approved before hire)

_____ PAR (for joint appointments, an Employment Compensation Agreement form in lieu of 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)

_____ Authorization Form for Consumer Reports

The following approvals are needed before proceeding with step 4

_____ Academic Affairs Budget

_____ Budget Office

_____ Academic Affairs Credentials Verification

_____ Provost

_____ President

_____ 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

_____ Original Affirmative Action Checklist (for FT faculty only)

_____ Applicant Clearinghouse form (for FT faculty only. Send copy to HR as well)

_____ Three signed original or electronic letters of recommendation

_____ 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