Full-time Faculty Recruitment Procedures and Checklist

Phase I: SEARCH COMMITTEE CHAIR AND MEMBERS

☐ Step 1 – Complete Faculty Recruitment Workshop every (2) years and complete the Modules 1 and 2 videos every year

☐ Step 2 – Email your Modules 1 and 2 Certificates of Completion to Faculty Affairs and Development (Gennie Hardy) for access to your recruitment

☐ Step 3 – Read and complete the Confidentiality form, and email to Faculty Affairs and Development (Gennie Hardy) per search committee

Phase II: SEARCH COMMITTEE CHAIR AND MEMBERS

☐ Step 1 – Review all application materials in PeopleSoft after the review date as advertised in the Position Announcement and Description

☐ Step 2 – Email the “Phone/Video Questions” to Faculty Affairs and Development (Gennie Hardy) for review and approval

☐ Step 3 – Determine which applicants are moving forward to phone/video interviews

☐ Step 4 – Email Letter #1 “Did Not Meet Qualifications” to all the candidates that are not moving forward in the recruitment process

☐ Step 5 – Complete and email your Non-Selection Codes to Faculty Affairs and Development (Gennie Hardy)

☐ Step 6 – Schedule phone/video interviews

☐ Step 7 – Request Letters of Recommendation (LORs) from finalist/s that are being considered for the campus interviews (3-LORs for Tenured and Tenure-track, and 1-LOR for full-time Lecturers or Coaches)

☐ Step 8 – Determine which applicants are select for the campus interviews

☐ Step 9 – Email the “Campus Interview Questions” to Faculty Affairs and Development (Gennie Hardy) for review and approval

☐ Step 10 – Email the Dean and cc Gennie Hardy for Campus Interview “approval” containing the following:

- Applicant’s Name
- CV
- Letters of Recommendation
  - Three (3) for Tenured or Tenure-Track Faculty
  - One (1) for Full-time Lecturers, Coaches

☐ Step 11 – Schedule campus interviews with Search Committee, Department Chair and Dean “upon approval” from the Dean and Faculty Affairs and Development (i.e., interview location, reserve conference room, travel arrangements, car services, etc.)

☐ Step 12 – Write a Memorandum listing the strengths and weaknesses of each finalist and email the Dean and cc Gennie Hardy
Phase III: DEAN

☐ Step 1 – Complete the Phone Reference Check/s on the finalist/s (3- Tenured and/or Tenure-track, 1- Full-time Lecturer, Coaches) and send to Faculty Affairs and Development (Gennie Hardy) upon completion.

☐ Step 2 – Email the Provost the Salary and Terms requesting approval to enter into negotiations and cc Faculty Affairs and Development (AVP and Gennie Hardy) that contains the following information:

- Strengths of finalist/s
- Annual Salary
- Department’s Name
- Type of appointment (Academic Year or 12-month)
- Credit towards Years (if applicable) (i.e., 1 Year or 2 Years, N/A)
- Reassigned Time
- Visa Assistance (if applicable)
- Moving and Relocation Reimbursement (if applicable)
- Max $7,500 Out-state
- Max $3,500 In-state
- Start-up Cost (if applicable)
- Rank (i.e., Assistant, Associate, Full Professor, Department Chair, full-time Lecturer, Coach, Head Coach, etc.)
- Start Date (i.e., MM/DD/YYYY)
- Finalist Legal First and Last Name

☐ Step 3 – After receiving approval from the Provost, begin the Negotiations with the finalist/s and conduct the verbal offer, and follow-up with an email with the finalist/s of the accepted Salary and Terms.

☐ Step 4 – Prepare the formal Memorandum and email to the Academic Resource Manager that includes the Salary and Terms information:

- Strengths of finalist/s
- Annual Salary
- Department’s Name
- Type of appointment (Academic Year or 12-month)
- Credit towards Years (if applicable) (i.e., 1 Year or 2 Years, N/A)
- Reassigned Time
- Visa Assistance (if applicable)
- Moving and Relocation Reimbursement (if applicable)
- Max $7,500 Out-state
- Max $3,500 In-state
- Start-up Cost (if applicable)
- Rank (i.e., Assistant, Associate, Full Professor, Department Chair, full-time Lecturer, Coach, Head Coach, etc.)
- Start Date (i.e., MM/DD/YYYY)
- Finalist Legal First and Last Name
Phase IV: ACADEMIC RESOURCE MANAGER

☐ Step 1 – Upon receiving the Memorandum from the Dean, email the “Conditional Offer of Employment” to finalist/s and request the required documents (refer to the Conditional Offer of Employment template)

☐ Step 2 – Submit the Background Check order with Accurate Background Inc.

☐ Step 3 – Prepare the “Request to Appoint” package including the required hiring documents and send to Faculty Affairs and Development (Gennie Hardy)

**Required Hiring Documents are:**
(most of your documents are in PeopleSoft, or the Search Committee can provide copies for you)

- Cover Letter
- Curriculum Vitae
- List of References
- Memorandum from the Dean including supporting evidence of approved Salary & Terms (i.e., email from the Provost approving the Salary & Terms)
- Official Transcripts of highest terminal degree
- PeopleSoft online application
- Typed “Request to Appoint” pages 1 and 2 with Dean’s signature

****Special Note****
Degree Verify including copies of the unofficial transcripts are acceptable, but official transcripts are mandatory for the Personnel Action File

Phase V: FACULTY AFFAIRS AND DEVELOPMENT

☐ Step 1 – Review the Request to Appoint package

☐ Step 2 – Certify Background check clearance, official transcripts, and US Equivalency on International terminal degrees

☑ Step 3 – Draft the appointment letter

☐ Step 4 – Email the Dean for review and approval

☐ Step 3 – Submit the appointment letter to Provost for signature

☐ Step 4 – Email an electronic copy to finalist/s and FedEx the original appointment letter and the RTP standards (if applicable)

Phase VI: SEARCH COMMITTEE AND FACULTY AFFAIRS AND DEVELOPMENT

☐ Step 1 – Faculty Affairs and Development (Gennie Hardy) will notify the search committee when to send Letter #2

☐ Step 2 – Search Committee will email “Letter #2- Elimination” to applicants that completed the campus interviews and the remaining considered applicants

☐ Step 2 – Store all Recruitment documents in a secure location for up to three (3) years (i.e., emails, letters of recommendation, minute notes, phone/video/campus questions including answers, video/audio recordings). After three (3) years shred documents. (FAD and College)