

Check List for Full-Time Faculty Searches

**Applicant status updates are required in People Admin.*

Position Title: _____

1. _____ Department Chair submits a completed job summary, Faculty Position Request form and an **updated** organizational chart. Dean identifies funds and **PIN** (if applicable), signs form and submits request to the Office of the Provost.
2. _____ Provost confirms classification and verifies salary. Comptroller confirms **PIN** and adequate budget. Final approval obtained by the President and submitted to HR
2. _____ If position is approved, Department Chair appoints a search committee and committee chair. Representative from Human Resources (HR) attends the first search committee meeting to explain the hiring process, guidelines of the search, and confidentiality.
3. _____ Committee develops faculty posting summary as per specific criteria established by the Provost and Department Chair, and a template provided by HR.
4. _____ Department Chair initiates online posting to the People Admin employment site (<https://employment.tamusahr.com>). Approval process takes place on the site before the posting is made public. Department Chair, in consultation with the Dean and Provost, will advertise the position in appropriate venues. HR will post advertisement on HigherEdJobs.com.
- *5. _____ Search committee uses an applicant pool matrix, reviews application materials, confirms candidates who meet minimum requirements, and develops short list of candidates for telephone interviews. Committee conducts interviews using questions it has developed for use with all candidates.
6. _____ Committee determines protocol for reference checks, establishes suggested questions, assigns reference checks to committee members, and determines timeline. Committee selects finalists for campus interviews.
7. _____ In consultation with the Department Chair, committee schedules campus interviews with finalists to include the Provost as well as an invitation to the President. Other activities may include a public lecture; classroom presentation; and, a meal with committee members. Travel, lodging, and interview itineraries should be scheduled in close consultation with the Department Chair and Dean, both of whom must approve all expenditures associated with each campus interview. Committee chair makes travel arrangements for finalists.

Use State approved travel agencies; use University procurement card; do not allow candidate to purchase tickets.

8. _____ Committee prepares evaluation sheets for feedback from those participating in the interview process (strengths, weaknesses, additional comments). During the interview process, chair reminds finalists that original transcripts need to be sent directly from each degree-granting institution to the Office of the Dean prior to the issuing of a letter of appointment. Chair should also complete a Credential Evaluation Form for each finalist.

9. _____ Committee chair distributes Evaluation Sheets to those participating in the interview process with set date for return to chair of search committee and then collects evaluation sheets by set date. Committee considers all input, deliberates as necessary, and then votes on each finalist. Chair submits a memo summarizing the results and the committee's recommendations, along with copies of the Evaluation Sheets, to the Department Chair and Dean. Strengths and weaknesses should be identified, and finalists will be rated as acceptable or unacceptable.

10. _____ Dean reviews committee's recommendations, reference checks, and confirms that finalists meet all SACS requirements before making a recommendation to the Provost. After consultation with the Provost, the Dean informs search committee chair of the final recommendation.

11. _____ ***Provost's office verifies that all official transcripts are received and that the candidate's file is complete. In addition to previously mentioned documents, file should contain Checklist for Faculty Searches; Credential Evaluation Summary based on official transcripts; Curriculum Vitae (CV), letters of recommendation; and, if necessary, Justification for Faculty Qualifications.***

*Non-resident candidates are responsible for obtaining and maintaining their H1B status. The University will **not** sponsor any employee but may approve visa status for up to three years upon recommendation by the hiring department. All questions should be addressed to the Office of Human Resources.*

12. _____ The Provost and Dean will agree on any prior service credit that is requested, salary (if different from what has been previously approved). The Dean negotiates specifics of appointment with finalist and requests that the finalist completes the Background Check form and forwards it directly to HR. A letter of appointment is sent to the finalist from the Office of the Provost.

13. _____ Finalist will receive notification from Human Resources that employment is contingent upon successful completion of a background check. Chair of search committee notifies the other finalists of the outcome of the search.

14. _____ Original letter of appointment is submitted to the Office of the Provost and copies are filed in the Office of the Dean, HR, and Payroll. Search is closed. The hiring file which includes the Faculty Profile (application), CV, Letter of Interest, Interview Questions, and Interview Evaluation Forms is reviewed and filed in the Office of the Dean.

Search Committee Chair

Date

Department Chair

Date

Dean

Date