

New Full Time Faculty (Tenure, Professor of Practice, and Visiting) Hiring Steps

1. Department Chair submits staffing request (for all full-time faculty lines including renewal of visiting lines) to Provost by August 15th
2. The Provost and the Educational Policies Committee review the staffing requests
3. If the staffing request is approved, a **Faculty Vacancy Request** form is completed by the Department Chair and is routed for approval by the Provost, Budget Office, VPFA, President, and HR Director
4. A job ad is sent to the Executive Assistant to the Provost and Provost for approval before being sent to HR
5. After the form is approved, the Sr. Assistant Director of HR places the ad
6. Candidates are interviewed and finalists are brought to campus
7. When the search committee is ready to hire, the Department Chair completes the **Faculty Request to Hire** form for the Provost's approval and the Provost extends the offer to the candidate
8. After the candidate verbally accepts the offer and the Provost signs the Request to Hire form, HR will initiate the background check
9. The Executive Assistant to the Provost prepares an **Offer Letter Request** form for review and sends it to HR
10. An Appointment Letter is generated by HR and given to Provost for review and passed on to the President to sign

Faculty Vacancy Request → Faculty Request to Hire → Offer Letter Request Form → Appointment Letter