






Checklist for Faculty Hires

 = step completed in OES

- ___ **Department Chair** receives, accepts, and sends resignation letter to dean.
- ___ **Dean** accepts letter and sends to Office of Provost.
- ___ **Office of Provost** approves letter and sends to President, who sends letter to HR.
- ___ **Department Chair** requests approval from dean to fill vacant position.
- ___ **Dean** requests approval from Provost's office to fill position.
- ___ **Provost** alerts Dean, Financial Affairs, and HR of approval to post position and Dean communicates approval to Department Chair/Director or designated hiring official.
NOTE: HR cannot post institutionally funded positions without receipt of approval.
- ___ **Dean** communicates approval to the department chair, authorized the posting of the position on the OES.
- ___ **DC/HO** contacts the Office of Equal Opportunity to schedule a Search Committee overview session.
- ___ **Department Chair (DC)/Hiring Official (HO)** creates requisition in OES. 
- ___ **DC/HO** creates a Guest User Account and provides all committee members with password everyone on the committee can view the position. 
- ___ **Dean** approves the posting after checking OES for terms of appointment, minimum qualifications, etc., and submits to the Provost. 
- ___ **Provost** verifies on OES the correct start date, terms of appointment, minimum qualifications, etc., approves the position to be posted, and send it to the Equal Opportunity Office for approval. 
- ___ **EEO** reviews the position summary, advertising plan, terms of appointment, etc. and approves the position and sends to HR for posting. 

____ **HR** (Employment Analyst) verifies accuracy of information in the **OES** and posts the position.

NOTE: The requisition must include the position number and the name of and date of separation for the incumbent (unless position is new). 🖱️

____ **HR** obtains advertisement quotes from publications indicated by the DC/HO on the requisition.

____ **HR** forwards ad quotes to DC/HO for review and approval. **NOTE: Ad costs are initially billed to the hiring department college but are reallocated to HR budget at the end of each fiscal year.**

____ **HR** places ads in appropriate venues and time frames, according to EEO compliance guidelines.

____ **Departmental committee**, screens applicants, checks references, and determines which candidates to bring in for interviews.

____ **Departmental committee** changes status of candidates to be interviewed to EEO for short list approval via **OES**. 🖱️

- **If additional short-list candidates need to be added, contact Jenny Allen and request that she send the position back to the hiring official. At this point, additional applicants can be selected and moved through the approval process again.**

____ **EEO** approves short list and sends requisition back to hiring official. 🖱️

____ **Departmental committee** conducts interviews (via phone or face-to-face).

____ **Departmental committee** recommends candidate to the chair. 🖱️


____ **Department Chair** submits candidate to HR for background check via **OES**. 🖱️

____ **HR** begins candidate's background check and submits requisition to dean for candidate approval via **OES**. 🖱️

____ **Dean** recommends candidate to Office of the Provost via **OES**. 🖱️

____ **Provost** verifies credentials listed on vita are appropriate for position, verifies 🖱️

recommended salary is appropriate, approves position via **OES**, notifies hiring official to proceed with conditional offer, and sends requisition to Financial Affairs. **NOTE: At this time the HO/Department can make offer to candidate contingent upon background check clearance.**

___ **Financial Affairs** verifies funding and sends requisition to “HR completes Employment verification” via **OES**. 

___ **Dean/DC/HO** negotiates with candidate. **NOTE: approval to exceed salary range must be obtained from the dean and the Provost.**

___ **Candidate** accepts conditional offer, and HO notifies Provost Office of acceptance via e-mail.

___ **HR** e-mails notice of background check clearance to HO and Provost; Candidate is hired.

___ **HO** makes official offer to candidate.

___ **Dean** prepares cover letter, Initial Appointment Form and PAF for new hire’s and Provost’s signature.

___ **New hire** returns signed forms to dean.

___ **Dean** sends copy of signed cover letter and appointment form to department chair.

___ **Associate Provost** sends PAF and Appointment Form to **HR**.

___ Upon receipt of the PAF and Appointment Form, **HR** sets up new employee in banner.

___ **HR** sends welcome letter to new employee notifying him/her of date to complete payroll and benefit paperwork in HR office.