Texas Wesleyan UNIVERSITY

Full Time Faculty Hiring Procedures

Submits a list of all faculty requests to the provost office for the next academic year.

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Submits list to the president for approval.

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Communicates approval/denial for each requested position to dean.

*Approved requests continue. Denied requests get tabled.

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Obtain Search Committee and designate Search Committee Chair.

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Create position posting in PeopleAdmin

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Review applicant resumes in PeopleAdmin and proceed with phone interviews.

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Recommend 2-3 unranked candidates to the Dean for on campus interviews and provide estimated cost (flight, hotel, meals) associated with interviewing.

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Complete "Candidate Recommendation Memo", forward to Provost Office for approval.

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Provides approved budget to Dean and Search Committee Chair.

*Only approved amounts will be reimbursed from Provost Budget.

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Work with Deans Admin to set arrangements for all on campus interviews. Proceed with interviews. Contact HR if candidate desires to review institutional benefits.

Legend

Hiring Manager/ Dean Admin	Human Resources	Dean	Search Committee Chair	Provost

Reviewed: August 2020

Texas Wesleyan
UNIVERSITY

Full Time Faculty Hiring Procedures

Move selected interviews to appropriate status in PeopleAdmin. Book all travel arrangements for on campus interviews.

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Provide Dean with candidate hire recommendation.

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Complete a "Faculty Recommendation Form", forward to Provost Office for approval.

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Submits approved "Faculty Recommendation Form" to the president for final approval.

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Forward approved/denied "Faculty Recommendation Form" to Dean and Human Resources.

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Extend verbal offer to candidate indicating tenure status, salary, and any approved moving expenses.

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Complete faculty packet and send to Provost Office for approval.
Faculty packet includes: Faculty Qualification Sheet, vita and Unofficial transcripts.

Submit hiring proposal in PeopleAdmin for selected candidate using approved "Faculty Search Recommendation Memo" – update all other applicants to appropriate status.

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Sends welcome email/contacts candidate for pre-employment process/Notifies Dean, Dept. and Provost Office

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Notifies Hiring Manager/Candidate regarding work clearance.

Faculty Credentialing Workflow initiated.

Legend

Hiring Manager/ Dean Admin	Human Resources	Dean	Search Committee Chair	Provost

Reviewed: August 2020