

TEXAS WOMAN'S UNIVERSITY FACULTY SEARCH AND APPOINT CHECKLIST

	Action	Person/Group Responsible
	Submit the Vacancy and Job Description (Special job duties).	Department Chair/Associate Dean Assistant to the Dean enters the vacancy
	Post the Position & Ads.	Human Resources Recruitment
	Underutilized job group (add recruiting good faith efforts).	Human Resources Employee Relations, Human Resources Compliance & Equity
	Submit the Faculty Applicant Selection Matrix (criteria and point values) and develop interview questions related to selection criteria.	Department Chair/Search Committee
	Review all CV's and conduct Skype/telephone interviews.	Search Committee
	Complete a Faculty Credentials Qualification Form (Q Form) for all final candidates selected prior to their on campus or zoom interview.	Department Chair/Dean, Academic Credentialing & Compliance
	Collect TWU employment application(s) from final candidates interviewed. NOTE: Three professional reference checks will need to be completed for the final selected candidate.	Search Committee
	Complete the EEO Compliance Review and Hiring Evaluation Checklist.	Department Chair/Search Committee
	Complete Request to Appoint Regular Faculty (RTA).	Department Chair/Search Committee
	Recommend top candidate to the program administrator/department chair/dean. NOTE: All fees associated with sponsorship of international candidates is the responsibility of the department and requires prior approval of the Dean, Provost and General Counsel. Prepare search forms to submit with search file.	Department Chair/Search Committee
	Provost's Office will send the International candidate the necessary questionnaires for hiring international employees to complete and return to the Provost's Office. The completed forms are then sent by the Provost's Office to the General Counsel and HR to begin the Visa process.	Provost Office/General Counsel
	Review of the search committee and chair recommendations. If approved, all documents will be sent to the Office of Human Resources Recruitment personnel.	Academic Dean
	Review all search documents, approve EEO & RTA and begin processing the background. Approved file will be forwarded to Budget Office.	Human Resources
	Budget Office reviews the recommendation. If approved, Budget Office will forward the search documents to the Provost Office.	Budget Office
	The Provost will review the search documents and approve the RTA. The Provost's Office will then notify the appropriate Dean's Office and Human Resources that the request has been approved and the program administrator/department chair/dean may proceed with a verbal job offer to the candidate.	Provost Office
	Make a verbal offer to the candidate selected.	Program Administrator/Department Chair/Dean
	Notify Provost, Budget Office, Human Resources and Academic Credentialing & Compliance via email, if candidate verbally accepts or declines . Include salary, moving expenses, start-up costs, etc.	Program Administrator/Department Chair
	Send official offer letter of appointment to final candidate. After signed offer letter is received, an email is sent to the appropriate Dean's Office, Budget Office, and Human Resources. Original transcripts are to be forwarded to Academic Credentialing & Compliance via credentials@twu.edu.	Provost Office
	Remove all job postings.	Human Resources Recruitment