

TEXAS WOMAN'S UNIVERSITY FY20-21 FACULTY SEARCH AND APPOINT CHECKLIST

| | Action | Person/Group Responsible |
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| | Submit the Vacancy and Job Description (Special job duties) | Department Chair/Associate Dean-Assistant to the Dean enters the vacancy |
| | Post the Position & Ads | HR Recruitment Personnel |
| | Underutilized job group (add recruiting good faith efforts) | HR Employee Relations, HR Compliance and Equity personnel |
| | 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 each candidate selected for on-campus interview and receive prior approval. | Department Chair/Dean and Academic Resources and Budgets |
| | Conduct on campus interview(s); collect TWU employment application(s) from candidates interviewed on campus; process Q form for selected candidate; conduct three (3) professional reference checks on the selected candidate. | 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/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 |
| | HR personnel – Review, Approve and begin processing the background. Approved file will be forwarded to Academic Resources & Budgets. | HR Recruitment Personnel |
| | Director, Academic Resources and Budgets reviews the recommendation. If approved, the director will forward the search documents to the Provost for review and approval. | Director, Academic Resources and Budgets |
| | The Provost will review the search documents and approve the Request to Appoint. The Provost's office will then notify the appropriate Dean's office and the Office of Human Resources that the request has been approved and the program administrator/department chair/dean may proceed with an offer of employment to the candidate. | Provost |
| | Make a verbal offer to the candidate selected. | Program Administrator/Department Chair |
| | Notify Provost, AFS & HR in writing or via email, if candidate verbally accepts or declines . Include salary, moving expenses, etc. | Program Administrator/ |
| | Advertisements – remove Ads | Recruitment and Assistant to the Dean of the College |
| | Send official Offer Letter of appointment. After signed offer letter is received an email is sent to the appropriate dean & HR. Original transcripts are to be forwarded to the office of Academic Resources and Budgets. | Provost |