

TEXAS WOMAN'S UNIVERSITY FACULTY SEARCH AND APPOINT CHECKLIST

#	Action	Person/Group Responsible
1	<p>Enter the faculty vacancy by submitting the request through Oracle iRecruitment. PLEASE NOTE: the iRecruitment Manager entering the vacancy will need the following information prior to beginning the vacancy in iRecruitment:</p> <ol style="list-style-type: none"> 1. The position to be filled (i.e., the sequence number) for both a replacement and new line(s). 2. The job description entered into the iRecruitment vacancy will be used to advertise the position. Please include all relevant information (i.e., degree requirement, experience, etc.). Departments may enter the description into "special job duties", "justification for request" or added as an attachment to the vacancy. 3. The search committee members. Note: Additional search committee members may be added by Recruitment. Please notify recruitment personnel via email with names of additional committee members. <p>The vacancy will be forwarded through Oracle to the next approver. If the search is to fill an existing position, please attach the resignation letter and any other documentation to the vacancy (Review page – Add Document). Any deviation from this policy must be approved by the Office of Human Resources. NOTE: The University has the right to do a faculty search on a prospective position opening.</p>	Department Chair/Associate Dean
2	Once the position has been through all approval levels, Human Resources Recruitment personnel will review and post the position. Advertisement through additional sites <u>must</u> be approved by Recruitment Personnel in Human Resources prior to advertising.	Human Resources (Recruitment)
3	If you were notified this position is part of an underutilized job group, consider adding recruitment good faith efforts.	The Office of Employee Relations, HR Compliance and Equity
4	Determine criteria for selection and point values to be assigned in the <i>Faculty Applicant Selection Matrix</i> . Develop interview questions related to selection criteria. Submit the Faculty Applicant Selection Matrix and proposed interview questions (Skype, telephone and on-campus) to Recruitment for approval prior to interviews.	Search Committee
5	Inform candidates that unofficial transcripts of all academic work will be expected before their application can be fully reviewed. NOTE: Inform candidates that original transcripts will be required if offered a position with the university.	Search Committee
6	Review all applications/resumes through public folders and select candidates for Skype/telephone interview.	Search Committee
7	Conduct Skype/telephone interviews.	Search Committee
8	Complete a Faculty Credentials Qualification Form (Q Form) for each candidate selected for on-campus interview by submitting the Q-Form, CV and transcripts to the Department Chair, Dean and Academic Resources and Budgets for review and approval prior to interviewing candidates on campus.	Department Chair/Dean
9	Collect TWU Employment Application for all candidates interviewed on campus.	Search Committee
10	Notify candidates for on-campus interviews that reference checks may	Search

	be conducted as well as background checks as the search continues.	Committee
11	Verify that candidates have completed all degrees listed on Curriculum Vitae.	Search Committee
12	Collect and analyze evaluative data from interviews. Evaluation is based on selection criteria previously identified. Conduct three (3) reference checks on top candidate selected.	Search Committee
13	<p>Recommend top candidate to the department chair/dean providing a written assessment of the strengths and weaknesses of each candidate and the following documents for review/approval:</p> <ul style="list-style-type: none"> a) a copy of the interview questions and answers for all interviewees (Skype, telephone and on-campus); b) three (3) employment references for the selected candidate; c) completed Staff Selection Matrix; d) EEO Compliance Review Hiring Evaluation Checklist; e) Request to Appoint Regular Faculty; f) Return to Work TRS Retiree Surcharge Authorization Form (if applicable); and g) Completed TWU employment application for each candidate interviewed on campus. <p>Additional information and links to the documents listed above can be found at: https://servicecenter.twu.edu/TDCClient/KB/?CategoryID=6606.</p>	Search Committee
14	Academic Dean reviews the search committee and chair recommendations. If approved, the dean will forward the approved documents to the Office of Human Resources Recruitment personnel.	Academic Dean
15	HR Recruitment personnel will review the search documentation and approve EEO Compliance Review Hiring Evaluation Checklist, the Request to Appoint, and the Faculty Selection Matrix and begin background check. Recruitment will then forward the search folder to Academic Resources and Budgets.	Office of Human Resources Recruitment Personnel
16	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
17	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 dean/department chair may proceed with an offer of employment to the candidate.	Provost
18	Make a verbal offer to the candidate selected. Remind candidate of need for official transcripts from all colleges/universities attended.	Department Chair/Dean
19	Notify Provost, AFS & HR in writing or via email, if candidate verbally accepts or declines . Include salary, moving expenses, etc.	Department Chair/Dean
20	Advertisements posted by Human Resources will be removed from website(s). If the department posted the position in any other venue, the department will be responsible for removing the posting.	Human Resources (Recruitment)/ Department
21	Send official letter offering appointment. Copies to Academic Resources and Budgets, appropriate dean & HR. Original transcripts are to be forwarded to the office of Academic Resources and Budgets.	Provost