

# Tennessee Technological University

## Checklist for Faculty Personnel Appointments

{Print this Checklist, check (√) tasks as completed, and submit with final paperwork.}

### STEP 1

**Approval to Advertise and Fill Position.** A memo requesting approval to advertise and fill a particular position should be initiated in the department where the vacancy exists. Signatures required: Department Chair or Director, Dean, Vice-President, Affirmative Action Officer, Human Resources Director. Memo should be accompanied by: **1) a position summary** [position title, department, account number, position number, nature of the position {full or part-time, etc.}, qualifications {required & preferred}, essential functions, salary information, application procedure, and application deadline or screening date]; **2) an advertising plan** detailing how the position will be advertised, including circulation and distribution. A shortened newspaper ad version of the position description must be included. All faculty positions must be advertised for a minimum of 30 calendar days.

### STEP 2

**Search Committee.** A search committee shall assist in the search for all faculty positions. The departmental chairperson shall call a meeting of all departmental faculty members, who shall vote to determine the composition of the search committee, which may include the departmental chairperson and may include faculty members outside the department. In other cases, the appropriate Administrative or Academic Officer, after consultation with the constituency involved, shall appoint a representative search committee. In all cases, it is desirable that the committee have both female and minority representation.

### STEP 3

**Pool Approval.** After the screening/application deadline has passed, a memo requesting approval of the applicant pool must be sent to the Affirmative Action Officer via the Department Chair/Dean. This memo should include a listing of all applicants' names and social security numbers (the application packets need not be forwarded at this point).

### STEP 4

**Interview Approval.** After the search committee has evaluated the applicants and has selected applicants for interview, a memo requesting approval to interview the selected candidates should be sent to the Affirmative Action Office, via the Department Chair/Dean. This approval process requires that the evaluation matrix form, all applicant files, and any written justification for the choice of interviewees be included.

### STEP 5

**Permission to Hire.** Once interviews have been conducted and a candidate has been recommended for hire by the search committee, a memo requesting approval to hire the candidate of choice and supporting documentation should be submitted to the Human Resources Director, via the Affirmative Action Officer, Vice-President, and Department Chair/Dean. This memo should be accompanied by: **1) Completed PAF** (Personnel Action Form), **2) Verification of Affirmative Action Data for Appointment form**, **3) all applicant files**, **4) all other related paperwork**-paper copies of votes (if applicable), etc., and **5) this checklist.** Make a list of applicants' addresses at this point; applicant pool will not be returned.

### STEP 6

**Making an Offer.** No commitment can be made, nor can any position be offered to a candidate until all approvals have been granted. Once approvals have been granted, the department chair writes a formal offer letter to the successful candidate, stating all of the requirements of the position, salary, applicable moving expenses, tenure/promotion credit, etc. The candidate should be asked to respond in writing to the University President. Once the acceptance letter is received, the Office of Academic Affairs prepares the official contract and all related paperwork and mails the packet to the selected candidate. Once all signed documents are received by Academic Affairs, the remaining hiring paperwork is processed. Copies are distributed to the department and original paperwork is sent to Human Resource Services for processing. All official post-secondary transcripts are required for faculty members.

### STEP 7

**Notification of Applicants.** All applicants must be notified via letter when the position has been filled. A copy of the notification letter must be forwarded to the Human Resource Services office to be placed with the search material file for that position. An address list should have been recorded while the applications were still in the department's possession (see Step 4). If addresses are still needed, contact the employment manager in Human Resource Services.