

**TEXAS WOMAN'S UNIVERSITY  
FACULTY SEARCH AND APPOINT CHECKLIST**

<b>Completed</b>	<b>#</b>	<b>Action</b>	<b>Person/Group Responsible</b>
	1	Complete <i>Request for Faculty Search</i> form and forward to Dean for approval. If the search is to fill an existing position, a letter of resignation and terminating PTF must accompany the Request for Faculty Search form. 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.	Department Chair/Associate Dean
	2	Approve request and forward to provost for approval.	Dean
	3	After approval to fill the position, select search committee and appoint chairperson.	Department Chair, in consultation with the Dean
	4	Send a copy of the approved request to the office of Human Resources to establish tracking criteria. Contact or meet with representative of Human Resources to review search process.	Provost Search Committee
	5	Review job description and create advertisement; develop and implement a recruitment plan. Advertisement <u>must</u> be approved by the Manager of Recruitment and Selection in Human Resources prior to advertising.	Search Committee
	6	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.	Search Committee
	7	Forward <i>Faculty Applicant Selection Matrix</i> to Human Resources for approval.	Search Committee
	8	Review all applications.	Search Committee
	9	Conduct telephone interview with selected candidates.	Search Committee
	10	Recommend to the department chair and dean candidates for on-campus interview.	Search Committee
	11	Contact individuals selected for on-campus interview and request candidates to complete the TWU <i>Employment Application</i> form and the <i>Voluntary Request for Affirmative Action Data</i> form if the resume was submitted by mail. The <i>Voluntary Request for Affirmative Action Data</i> form is to be sent to Human Resources, either by the candidate or the chairperson of the search committee.	Search Committee
	12	Inform candidates that unofficial transcripts of all academic work will be expected at the time of the on-campus interview. (Use attached written explanation).	Search Committee
	13	Notify candidates for on-campus interview that a background check will be completed and references will be contacted.	Search Committee
	14	Conduct reference checks on the individuals selected for on-campus interview.	Search Committee
	15	Verify that candidates have completed all degrees listed on Curriculum Vitae	Search Committee
	17	Collect and analyze evaluative data from	Search Committee

		interviews/reference checks. Evaluation is based on selection criteria previously identified. Collect and submit all interviewees' questions and responses with search file	
	18	Recommend top candidates to department chair/dean providing a written assessment of the strengths and weaknesses of each candidate recommended.	Search Committee
	19	Complete <i>Request to Appoint Regular Faculty</i> form and forward with the recommendation and the complete search file to the department chair. With the file, forward the blank <i>Faculty Applicant Selection Matrix</i> with the names of the candidates interviewed on campus.	Search Committee
	20	Review search committee recommendation and make a recommendation to the dean. Forward the <i>Request to Appoint Regular Faculty</i> form and the complete search file to the dean.	Department Chair
	21	Complete both the <i>Faculty Applicant Selection Matrix</i> , including all candidates interviewed on campus and the <i>Faculty Diversity Hiring Evaluation</i> .	Dean
	22	Forward search file to Diversity Officer for approval to make a job offer. Include the <i>Faculty Diversity Hiring Evaluation</i> . The file should also include the <i>Selection Matrix, the application, and the Notification and Authorization to obtain Information forms</i> .	Dean/ Diversity Officer
	23	The Diversity officer will forward the <i>Matrix, the application and the authorization to obtain information forms</i> to the Employment Manager to conduct a criminal background check. Please note out of state background checks may take up to 3 days to complete	Human Resources
	24	Complete the <i>Faculty Qualifications Form</i> and send to the Associate Vice President for Research and Institutional Effectiveness for approval of qualifications. This form should be completed carefully to <u>ensure</u> the documented qualifications validate the qualifications listed in the posting.	Department Chair/Dean
	25	Forward the complete search file to the Provost.	Associate Vice President
	26	Approve or deny request to hire.	Provost
	27	Make a verbal offer to the candidate selected. Remind candidate of need for official transcripts from all colleges/universities attended.	Dean
	28	Notify Provost in writing if candidate verbally accepts.	Dean
	29	Send a copy of the Faculty Applicant Selection Matrix to Human Resources for filing.	Dean
	30	Notify the Manager of Recruitment and Selection that the position has been filled and advertisements need to be removed from website(s).	Department Chair
	31	Send official letter offering appointment.	Provost

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