

Academic Tenure-Track (TT) Faculty Appointment Packet Checklist

Unit Responsible	Completed	Step
CLAS	_____	Dean notifies Chair of approval for new hire. During the normal hiring notification cycle, this occurs at the end of summer or beginning of fall semester.
Dept.	_____	<i>For TT hire outside the usual hiring notification cycle: Academic Hiring Request form completed and forwarded to CLAS-HR for approval. CLAS will notify the department when the hire has been approved by the Provost and the search process can begin.</i>
Dept.	_____	After receiving approval for a search (via normal hiring cycle approval or academic hiring request), select department search committee . Search committee members must complete OEO training. Search committee works with Chair to draft job advertisement and complete OEO forms, as needed.
Dept.	_____	Chair reviews information on the faculty hiring process on the Office of Equal Opportunity (OEO) website. The Provost’s website on Administrator, Chair, and Dean Resources also has helpful information and links on the hiring process. To access and complete the OEO process necessary before the job advertisement can be posted, go to Academica under Employee Resources → Administrative Systems → OEO Faculty Selection . Complete the parts on the search committee and recruitment strategy. Make sure you have reviewed the materials on the OEO and Provost’s website about the hiring process before you complete the OEO information.
Dept.	_____	OEO “Search Committee” (Part I) : Must have a recognized minority on the search committee. Complete the form and get Dean’s Office approval. OEO will follow-up and notify the department via email with approval/rejection.
Dept.	_____	OEO “Recruitment Strategy” (Part II) : Complete the form and get Dean’s Office approval. Upload the document and submit. OEO will follow-up and notify department via email with approval/rejection.
		Once OEO search committee and recruitment strategy are approved, move to next step.

Create job advertisement:

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| Dept. | _____ | Department drafts the job advertisement. Associate Dean for Faculty affairs reviews, potentially requires revision, and approves the job advertisement. |
| Dept., CLAS & HR | _____ | Department forwards (a) the job description (duties and qualifications from the job advertisement), (b) the Position Action Request (PAR) form, and (c) approved Academic Hiring Request form (if required) to CLAS-HR . CLAS-HR will forward to the Talent Management Consultant (TMC) for review and approval. This job description and hiring information is posted in Cornerstone (located in Academica under Employee Resources → Administrative Systems → Cornerstone Conversations). Once the job ad is posted for review, the TMC will send the department an email with the requisition number and notification that the ad is available in Cornerstone for review (under Recruit section). After reviewing the job ad post on Cornerstone, the department approves (or requests revisions) the ad to be posted on the WayneTalent. |
| Dept. | _____ | Distribute the full job advertisement (expanded version not used for the WSU job site) to various outlets (e.g., professional organizations) consistent with the recruitment strategy. |
| Dept. | _____ | Chair meets with Associate Dean for faculty affairs before candidates are invited to campus to discuss the hiring process (i.e., candidate visits), job offer (i.e., salary, startup amount and term, travel, summer funding, moving expenses), sponsorship (international resident), and lab space (consult with Associate Dean for research and space). |
| Dept. | _____ | Identify the finalists, following bylaws for search committee, and bring top three (3) candidates to campus for final interviews. Be sure to schedule a meeting between the Dean/Associate Dean and each candidate.
Selection: |
| Dept. | _____ | Usually, the department selects final candidate. However, Chairs should consult with the Dean’s Office before making their decision to ensure no issues of concern arose during interviews with the Dean/Associate Dean. |
| Dept. | _____ | Department Chair consults with Associate Dean of faculty affairs about the offer and negotiation process for the final candidate. For STEM hires , a request for faculty start-up funds is required, wherein the department provides the Dean’s Office with a memorandum of items requested by the candidate (e.g., instrumentation/equipment, GTA/post-doc, etc.) as well as the dollar amount breakdown, over the <u>course of three years</u> . If |

negotiation necessary, the Chair will consult with the Associate Dean for faculty affairs (in consultation with the BAO and Dean). Approval given by the Associate Dean. Verbal offer made to the final candidate by the Chair, **pending completion of a background check, onboarding, and approval of startup and space (if necessary, approved by Associate Dean of space)**. Verbal offer from Chair should be followed with email offer to the candidate. For STEM, startup will likely involve negotiation between the Dean and Provost's Office and/or OVPR, which will take additional time.

Dept. _____ Once the final candidate accepts the verbal offer, the Chair emails a memorandum of the terms of the job offer to the Associate Dean for faculty affairs. Ideally, the Chair should receive a summary of the terms of the offer from the Associate Dean for faculty affairs. The Associate Dean forwards the summary of the terms of offer to CLAS-HR.

CLAS _____ The Associate Dean follows up with Dean/BAO to secure start-up ask from Provost's Office and/or OVPR to finalize the terms of the job offer.

Dept. _____ **Chair's Recommendation Letter** is completed by Department Chair and approved by the Dean. The departments send the recommendation to [CLAS-HR](#) for Dean's approval (in process of developing Attestation in SmartPath). The CLAS-HR copies the Associate Dean for faculty affairs with approval. Department must add to the bottom of the recommendation:

I concur with the above recommendation.

Stephanie Hartwell, Dean
College of Liberal Arts and Sciences

CLAS _____ CLAS-HR drafts of the letter of offer (LOO) and the WSU Employment Agreement. If not already received, CLAS-HR will also request the Chair's Recommendation Letter at this time. CLAS-HR obtains the Dean's signature on the LOO, employment agreement, and Chair's Recommendation Letter, and returns these documents to the Department to be uploaded in SmartPath.

Dept. _____ **OEO "Candidates Selection" (Part III):** Complete the last portion of the OEO form and get Dean's Office approval. Be sure to include copies of CVs of seriously considered candidates and semi-finalists,

as you will have to upload this into the OEO system. A copy of this document will be uploaded in SmartPath.

All faculty hires must be completed in [SmartPath](#):

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| Dept. | _____ | CV of final candidate. |
| Dept. | _____ | External reference letters. The department must provide three (3) current (within one year) letters of reference. For all appointments, reference letters must be from outside the university (external). Reference letters should address Research, Teaching, and Professional/Creative activities. |
| Dept. | _____ | Chair's Recommendation Letter. |
| Dept. | _____ | Copy of completed OEO Candidates Selection. |
| Dept. | _____ | Official transcript should be requested (will not delay approval process in SmartPath if it is not available). |
| Dept. | _____ | Financial Responsibility Form (FRF) is completed by the Department. BAO obtains the Dean's signature. FRF must be approved by the BAO and Provost to complete hire. If STEM hire with significant start-up, OVPR will also likely need to approve the FRF. |
| Dept. | _____ | Facility Commitment Form: only required for Anthropology, Biological Sciences, Chemistry, Communication and Sciences and Disorders, Geology, Nutrition and Food Sciences, Physics and Astronomy, and Psychology. |
| Dept. | _____ | Mentoring plan: the plan should address: 1) how mentor(s) will be selected; 2) how goals will be set (optimally for the first year and long range during the tenure track); and 3) how the faculty member will be helped by their mentors to teach these goals. The goals should fall under the three areas of research (including obtaining funding), teaching, and service—as appropriate to the department, discipline, and individual assignment. |
| Dept. | _____ | Justification for more than a 2-year initial appointment form, if needed. |
| Dept. | _____ | Salary justification. |
| Dept. | _____ | Internal posting announcement. |
| Dept. | _____ | WSU on-line hiring system (OHS) application. |
| Dept. | _____ | Once the Department materials are uploaded in SmartPath, the Chair reviews the binder and approves it to move forward. This step has two parts that must be completed: (a) approval and (b) attestation. |

Varies	_____	Then, SmartPath review and approval of the hiring binder proceeds in this order: CLAS-HR; CLAS BAO; Associate Dean of faculty affairs; Dean; Faculty Affairs Sr. Specialist; Assistant VP – Academic Affairs; and Sr. Associate Provost for Faculty Affairs.
Candidate	_____	After all approval steps in SmartPath are complete, the candidate is forwarded an email to review and accept/decline (attestation) the LOO.

Onboarding (done outside of SmartPath):

- Background check request form
- Signed and dated CV of new hire
- Official transcript (if not uploaded in SmartPath yet)
- I-9 form
- New employee documents (e.g., benefits)
- Work authorization (WAR), if international hire

Details to know for international hires:

- Send signed LOO to International Students and Scholars (OISS) with H1 packet to start processing.
- An I-9 and WAR will also need to be completed by the candidate **after** he/she arrives in the U.S.
- Once the candidate arrives in the U.S., the Department should start the Permanent Residency (PR) process. A delay in this could cause a significant increase in expenses and/or loss of employment for the candidate.
- If no terminal degree (e.g., Ph.D.) at the time of processing, the candidate’s job classification will be “Instructor” and he/she will be on a non-H1 visa. Once the degree is confirmed, the job classification will be changed to “Assistant Professor” and the process will begin for a H1 visa.