Overview of Hiring Process
FACULTY POSITIONS
Including Search Committee Checklist

FUNDING

1. Department requests funding approval EAF (Employee Authorization Form), Provost's signature approval REQUIRED

2. Upon EAF (funding) approval, department requests position

3. Following position assignment, department creates job opening (PeopleSoft); eventually resulting in UTMB web posting

Identify/Create Search Committee

4. Search committees are formed for the purpose of finding the best candidates to fill vacancy
   a. Benefits - multiple evaluations of applicants provide greater overall consistency, interpretation of credentials, employee participation in the hiring process and more thorough screening of applicants.
   b. Multiple Avenues - persons, who believe they know an individual qualified for the vacant position, may pass the individual's contact information to a committee member for follow-up by/as the search committee, as a whole, deems appropriate.
   c. The members and chair of the search are appointed by the hiring authority (i.e., dean, department chairperson, etc.)
   d. Search committee meetings are held at the call of the committee chair.
   e. The hiring authority charges the committee at the first meeting.
   f. The chair will generally appoint an individual to serve as the staff person for that committee; staff person will: coordinate the activities of the search committee and prepare all necessary paperwork.
   g. The search committee shall review current position description to ensure accuracy and understanding of position.

SUPPORT

5. Department submits required support documentation to **Faculty Recruitment** for review/approval

   1. Position description

   2. Recruiting plan

   3. Copy of advertisement (for journal, publication, newspaper, etc)

POSTING

6. Upon approval, **Faculty Recruitment** posts to UTMB website via job opening ID#

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NOTE: all positions are website active for standard 90-day posting period

INTERVIEW ➡️

1. Interviews: PRE-APPROVAL REQUIRED. Submit "Approval to Interview" form to

   Faculty Recruitment.

PRE-OFFER ➡️

7. Pre-Offer: PRE-APPROVAL REQUIRED. Provost Office signature approval REQUIRED

	1. Obtain copy of *Recruitment and Selection Process.*
	1. Review job description, selection criteria, and qualifications for the position.
	1. Obtain approval from **Faculty Recruitment** prior to posting an advertisement. **2.** Post advertisements in locations that encourage qualified minorities and women to apply.
	1. Ensure committee members view the curriculum vitae/resumes received.
	1. Prepare a consistent interviewing process, (i.e., questions, accommodations, schedule, reimbursement and interviewees).
	1. Select candidates to be interviewed and track reasons for rejection of those not invited. (See **Faculty Recruitment** forms for list of disposition codes)
	Interviews **1.** Notify **Faculty Recruitment** of the candidates that will be brought in for interviews by completing the ***Approval to Interview*** form, prior to inviting candidates. **2.** Receive approval to interview from **Faculty Recruitment**. **3.** Send letter to all candidates who will not be considered for interview

	Pre-Offer
	1. Complete the ***Approval to Hire*** submit to **Faculty Recruitment** to obtain signature approval
	  o Pre-Offer Packet consists of:
	    a. Pre-Offer From
	    b. Offer Letter
	    c. EAF
	    d. CV (UTMB FORMAT)
	    e. Transcript (Official-Paid, Copy-WOS per SACS requirement)
	    f. Bio-Sketch (as applicable)

	Offer **1.** Extend offer **2.** Upon acceptance, notify candidates not selected for the position.

	Pre-Boarding
	1. Forward New Employee Packet to candidate
	
	2. Contact Faculty Recruitment:
	  a. Provide candidate's email address to begin PreCheck, electronic criminal background check process
	  b. Schedule candidate's visit to welcome center
	  c. Submit ***Status of Position Offered*** form and copy of signed/accepted offer

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