

Tennessee Tech University

Checklist for Administrative Personnel Appointment

Step 1

Approval to Advertise and Fill Position. A request to advertise and fill a particular position should be initiated in the department where the vacancy exists. Approval Flow: Director/Department Chair, Dean/Administrative Officer, VP, HR (initial review), Affirmative Action, HR (final review/posting). Request should be initiated on <https://jobs.tntech.edu/hr>. Needed information: Position Title, department, index number, position number, type of position (full-time, part-time, etc), essential functions, qualifications (minimum required and preferred), required applicant documents (cover letter, CV, transcripts, teaching philosophy, etc), advertising plan detailing how the position will be advertised including circulation and distribution, and search committee members. An abbreviated newspaper ad version of the position must be electronically uploaded to the system. All administrative 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 EEO-1 & 2 Administrative positions (optional for EEO-3). 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. Names of committee members, their department, and title must be input into the online system. Search committee chairperson must be designated.

Step 3

Pool and Interview Approval. After the screening date has passed and the search committee has evaluated the applicants, a memo requesting approval of the applicant pool and permission to interview selected candidates must be sent to the Affirmative Action Officer via the Department Chair or Dean. This approval process requires that the evaluation matrix and any written justification for the choice of interviewees be included. *Applicant materials submitted online should not be sent in paper copy.* The matrix and all ad copy must be electronically uploaded to the online system.

Step 4

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 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 other related paper copies of votes (if applicable), etc.

Step 5

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 and the position can be officially offered, a representative from Human Resources will notify the department of the approval to hire. Official transcripts for the highest degree earned are required for all administrative positions.

Step 6

Notification of Applicants. A representative from the Human Resources office will notify all applicants via email when the position has been filled.