

Tennessee Tech University

Checklist for Faculty 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 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. 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 committed 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, the department chair writes a formal offer letter to the successful candidate, stating all 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 Resources for processing. All official post-secondary transcripts are required for faculty members.

Step 6

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