

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, resume, transcripts, 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, the search committee will evaluate the applicants and choose those they wish to interview, and note why other candidates were not chosen for interview. This information is input into *jobs@TTU*, by changing the applicant's status to Selected for Interview. The matrix and all ad copy (actual ad that ran with the name of the publication and the dates the ad ran) must be electronically uploaded to the position on *jobs@TTU* under Supplemental Documentation in the appropriately designated space. The hiring department must then submit a request for pool and interview approval via email to the Dean/Administrative Officer, the Affirmative Action officer, and the Provost. This approval process requires that the evaluation matrix and any justification for the choice of interviewees be included. See *Employment Procedures for a sample email*. Approvals to begin interviews will be sent via email from Academic Affairs or their designee. The department will notify, schedule, and perform interviews.

Step 4

Permission to Hire. Once interviews have been conducted and a candidate has been recommended for hire by the search committee, a completed PAF (Personnel Action Form) should be submitted to the Human Resources Director, via the Department Chair, Dean, Affirmative Action Officer, and Provost. This PAF should be accompanied by official transcripts of all degrees conferred required for faculty positions. Any other documentation involved in the search must be electronically uploaded to the posting on *jobs@TTU* website.

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, 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, 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.

Step 6

Notification of Applicants. A representative from the Human Resources office will notify all applicants via email that the position has been filled after successful completion of the background investigation.