

# Faculty Hiring Process

Administrative site: [facultyjobs.unt.edu/hr](http://facultyjobs.unt.edu/hr)

Applicant site: [facultyjobs.unt.edu](http://facultyjobs.unt.edu)

## 1) Posting Process:

- a. Departments will submit a position request through ePAR and attach a VPAA-131. Posting will be reviewed and approved by the Director for Academic Resources and other necessary approvers before being given to the Faculty Coordinator for posting.
- b. Faculty Coordinator will draft a posting with limited details, attach scanned copies of documents to online posting, and notify the Search Committee Chair (SCC) that the posting is available for completion.\*
- c. Search Committee Chair will make changes, additions and edits to the posting, including:
  - i. Add Area of Specialty if applicable
  - ii. Select Search Committee members with access – if your search committee members do not appear in the list, request access for them from the Faculty Coordinator
  - iii. List Search Committee Members (include Name, Department, Gender and Race)
  - iv. Contact Information – Name, Phone Number, Email and Fax
  - v. Posting Text – Job Summary, Minimum Qualifications and Preferred Qualifications
  - vi. Application Review Date if applicable
  - vii. Posting Closing Date or select “open until search closed”
  - viii. Select Required and Optional Applicant Documents
  - ix. Add special Instruction to Applicants if any
  - x. List/Select external advertising sources
  - xi. Attach advertising copy to documents section
  - xii. Add Posting Specific Questions if desired
  - xiii. Indicate utilization of Reference Letter module, if desired
- d. SCC will then forward posting on to Department Chair for approval (Posting Status – Send to Dept Chair/Director)
- e. If Chair approves, he/she will forward the posting on to the Dean for approval (Posting Status – Send to UNT Dean)
- f. If Dean approves, he/she will forward the posting on the Equity and Diversity (E&D) for approval (Posting Status – Send to Equity and Diversity)
- g. After E&D approves posting, they will forward to the Faculty Coordinator for posting to the web
- h. Faculty Coordinator will review posting and post to applicant site. Once posted, SCC will be notified via email

## 2) Applicants Apply:

- a. All applicants must apply through the faculty hiring system and all materials must be supplied through the system to be considered
- b. Unless a posting closing date has been specified, at the point the department wants the posting removed from the web, they must contact the Faculty Coordinator. If the department does not contact the Faculty Coordinator to close the posting, the posting will be closed once a signed offer letter has been received by the selected candidate.

## 3) Internal Deliberations:

- a. The SCC and committee members will review all online applications and documents, assess qualifications and select appropriate status changes through the review process.
- b. If the reference module was used, the SCC can request reference letters for applicants during the deliberation process. To request reference letters for a specific applicant, the SCC can change the applicant’s status to

- Request Reference Letters.** This will trigger the system to email the applicants references with a link to upload their letter. Once the referee has uploaded their letter, it will be viewable in the applicant's documents.
- c. Phone and web-based interviews may take place and do not require approval by E&D. If these steps are conducted, the SCC will change the applicant's status to **Phone Interviewed** or **Video Interviewed** as applicable. These types of interviews will require E&D approval if they are taking the place of a face to face interview. In this case, follow the usual interview request approval process as outlined below.
  - d. Before an on-campus interview may be conducted, the SCC will need to change applicant status to **Recommend by Search Committee Chair for Campus Interview.** All applicants no longer being considered should be dispensed by changing their status to **Not Selected\*\*** and given an appropriate non-selection reason. Applicants may also be selected as alternates by changing their status to **Alternate-Recommend for Campus Interview.** Applicants changed to Not Selected can no longer be considered for the position.
  - e. The SCC recommendation will be forwarded to the Chair for approval. If the Chair approves of the interview, he/she will change the applicant status to **Recommend by Dept Chair/Dir for Campus Interview.**
  - f. The Chair recommendation will be forwarded to the Dean for approval. If the Dean approves of the interview, he/she will change the applicant status to **Recommend by Dean for Campus Interview.**
  - g. The Dean recommendation will be forwarded to E&D. Once E&D reviews the applicant pool and approves of the interview, they will change the applicant status to **Campus Interview – Approved.**
  - h. After a campus interview takes place, the SCC will need to change applicant status to **Campus Interviewed.**
  - i. Once a candidate is selected for hire, the SCC will need to change the applicant status to **Recommend by Search Committee Chair for Hire.** All applicants no longer being considered should be dispensed as not selected or selected as alternates (**Alternate-Recommend for Hire**) as this point.
  - j. The SCC recommendation will be forwarded to the Chair for approval. If the Chair approves of the hire, he/she will change the applicant status to **Recommended by Dept Chair/Dir for Hire.**
  - k. The Chair recommendation will be forwarded to the Dean for approval. If the Dean approves of the interview he/she will change the applicant status to **Recommended by Dean for Hire.**
  - l. The Dean recommendation will be forwarded to E&D. Once E&D reviews the applicant pool and approves the hire, they will change the applicant status to **Cleared for Hire.**
  - m. Once an applicant is cleared for hire, the SCC, Department Rep, and the Faculty Coordinator will receive a system generated email that the applicant has been cleared for hire.
  - n. The Faculty Coordinator will send an email to the Department Rep and Dean's assistant after one business day from the Cleared for Hire date if Academic Resources does not either a) receive the offer letter or b) have contact by email or phone for assistance with the offer letter.

#### 4) Hire Process:

- a. To initiate the offer letter process, the Department must submit a hiring packet to Academic Resources for approval from Provost and other VP's, as necessary. The packet should include: the completed VPAA-132, the completed VPAA-131, the offer letter, and tenure recommendation documents (including recommendation letters from the dean, department chair, department PACS committee, and college PACS committee), if the faculty member is being hired with tenure. (All forms and templates are available on the VPAA website). Also, the applicant will have to submit an official transcript of their last degree awarded to the Provost office before their start date. If the department already has that, they may submit it at this time.
- b. Once Academic Resources receives the packet, it will be processed and the Provost and other VP's, as necessary, will approve the offer. Upon approval, Academic Resources will email out the offer. When the offer letter packet is sent to the applicant, the Faculty Coordinator will change the applicant status to **Offer Made.**
- c. The signed offer letter will be returned to the Provost Office. The criminal history check must be cleared and then the department will be notified that they can proceed with the hire. The start date must be after the clearance of the criminal history check.

- d. When the offer letter is received, the Faculty Coordinator will change that applicant status to **Offer Accepted**. If the posting has not been closed before this point, the Faculty Coordinator will remove the posting from the web. Once the criminal history check is processed and cleared, the applicant status will be changed to **Hired**.
- e. Once an applicant's status has been changed to **Hired**, the Dean's Assistant (or appropriate college contact) will be notified that they are cleared for employment.
- f. Once an applicant's status has been changed to **Hired**, the Faculty Coordinator will send them a welcome email with details for completing onboarding (I-9, W-4 and other new hire paperwork).
- g. Once the faculty member has completed onboarding, the department can then prepare an ePAR.
- h. New Faculty Members must attend New Faculty Orientation in August if they are a Fall hire or in January if they are a Spring hire. The Department can contact the Office of Faculty Success for details and dates of Orientation.
- i. Once all remaining candidates are dispensed, the Faculty Coordinator will mark the posting as **Posting Filled**.

## 5) Resources:

- a. Melissa DeLozier, Academic Resources Coordinator, ext. 2673
- b. Tami Patterson, Academic Resources Generalist, ext. 3953
- c. Melinda Lilly, Director, Academic Resources, ext. 3951
- d. Christina Brodie, Office of Equal Opportunity, ext. 3740
- e. Dr. Linda Holloway, Associate Vice Provost for Faculty Success, ext. 2128

\*If you have not previously used the Faculty Jobs site or feel that you need refresher training, please contact Melissa DeLozier for more information on training sessions.

\*\*There are three options when choosing the "not selected" status:

"Not Selected – Send email immediately": this will trigger the system to send an email to the applicant informing them that they were not selected for this position, once the reason for non-selection has been reviewed.

"Not Selected – Do not EVER send email": this will reflect that this applicant was not selected, but they will not be notified via the system. This may be a useful selection for the individuals you interviewed so that you can send them a more personal notification.

"Not Selected – Send email when position filled": this option will have the system send an email when this posting is marked as filled. A position is filled once an applicant's hire documents are received, criminal history check completed, and E&D's final review of the posting is complete.