

New Full Time Faculty (Tenure and Visiting) Hiring Steps

1. Department Chair reviews departmental staffing plans with the Provost
2. The Provost and the Educational Policies Committee review the staffing requests
3. If the staffing request is approved a **Faculty Vacancy Request** form is completed by the Department Chair and sent to the Provost for approval with the job ad
4. The Faculty Vacancy Request is sent to the HR Director and then to the President for approval and signatures
5. After the form is approved, the Assistant Director of HR places the ad
6. When the search committee is ready to hire, the Department Chair completes the **Faculty Request to Hire** form for Provost's approval and the Provost extends the offer to the candidate
7. After the Provost signs the Request to Hire form, the Provost's assistant prepares an **Offer Letter Request** form for review and both forms are taken to HR
8. An Appointment Letter is generated by HR and given to Provost for review and passed on to the President to sign

Faculty Vacancy Request → Faculty Request to Hire → Offer Letter Request Form → Appointment Letter

Renewal of Visiting Lines

1. Department Chair submits a Request to Renew a Visiting Line form to the Provost
2. After approval from the Provost and acceptance by the visiting faculty member, the Provost's assistant prepares an Offer Letter Request form to be sent to HR
3. An appointment letter is created and is given to Provost for review and passed on to the President to sign