

ROUTING SLIP



Hiring of Full-Time Faculty

Department _____

Position # _____

Faculty Name _____

Budget _____

Prior to Posting Position

- A) F3.1-Request to Fill a Position 0
(copy of approved 3.1 attached)

NOTE: Call Provost Office (x7398 with form questions. The forms are online: <http://facultystaff.lamar.edu/academic-affairs/forms/index.html>

Prior to Scheduling On-campus interview:

- A) Screening Matrix (H-R Form) 0
- B) Interview Questions (Committee Form) 0
- C) Review of Applicant Pool with Dean 0
Dean's Initial _____
- D) Affirmative Action Review 0
(Obtain EEOC data from H.R. Verify hiring of best-qualified candidate.)

I. DEPARTMENT CHAIR

- A) F2.01 Recommendation Form (online) 0
(include applicant's letter & vita)
- B) Documentation of Qualifications 0
- C) Official Transcripts 0
- D) F3.3-Application for Academic Employment 0
- E) F3.2-Personnel Budget Action Form 0
- F) Letters of Recommendation (3) 0
- G) English Language Prof. Form (online) 0
- H) Reference Check Form (H.R. Form) 0
- I) Interview Results/Scoring/Answers 0
- J) Copy of All Recruiting Ads Placed by Dept. 0
- K) Faculty PIN Form 0
- L) Security Sensitive Release Form 0

Other Forms (as necessary)

- L) Employment of International Candidate
- Statement of Understanding - 0
To be completed during interview process.
- M) Tenure/Rank Recommend of External
Applicant for Administrative Position 0
To be completed during finalist process.

COMMENTS: _____

SIGNATURE: _____

DATE OUT: _____

II. DEAN

- A) All Above Checked 0
- B) Credentials checked on Doc. of Qualifications form... 0
- B) F2.01 Signed 0
- C) F3.2 Signed 0
- D) Affirmative Action Review 0
(Obtain EEOC data from H.R. Verify hiring of best-qualified candidate.)

COMMENTS: _____

SIGNATURE: _____

DATE OUT: _____

III. PROVOST and VICE PRESIDENT For ACADEMIC AFFAIRS

- A) All Above Checked for Completeness 0
- B) Salary and Conditions Verified 0
- C) Official Offer of Employment Letter Prepared 0
- D) F3.54 Prepared (Contract) 0
- E) F2.01 Signed (Recommendation Form) 0
- F) F3.2 Signed (Budget Form) 0
- G) Appropriate Copies Made and Distributed 0
- H) Letter and Contract Mailed 0
- I) Hiring Packet sent to Human Resources 0
All original applications returned with Hiring Packet.
- J) Documentation of Qualifications to SACS office 0

COMMENTS: _____

SIGNATURE: _____

DATE OUT: _____

After signed contract received by Provost,
copy sent to: Chair, Dean, Sr. A.P., H.R. and IRR

NOTES:

Full-time is defined as 100% FTE.
Academic ranks for full-time, tenure track faculty in academic colleges are: Assistant Professor, Associate Professor, Professor (see *Faculty Handbook*).
Non-tenurial, special academic teaching titles are: Adjunct, Visiting..., Artist in Residence, Clinical Associate or Assistant Supervisor of Education, Clinical Instructor, Instructor (see *Faculty Handbook*).

May 2014/st Provost (Routing Slip)