

ROUTING SLIP



Hiring of Full-Time Faculty

Faculty Name _____

Position Title _____

Department _____

Position # _____ Index # _____

Prior to Posting Position

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

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.)

NOTE: Call Provost Office x8398 with form questions.

Prior to Scheduling On-campus interview:

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) Application for Academic Employment 0
E) EPAF Personnel 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)

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

III. PROVOST and VICE PRESIDENT For ACADEMIC AFFAIRS

A) All Above Checked for Completeness 0
B) Salary and Conditions Verified 0
C) Documentation of Qualifications to SACS office 0
D) F2.01 Signed (Recommendation Form)..... 0
E) Hiring Packet sent to Human Resources 0
All original applications returned with Hiring Packet.

SIGNATURE: _____

DATE OUT: _____

COMMENTS: _____

SIGNATURE: _____

DATE OUT: _____

COMMENTS: _____

II. DEAN

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

SIGNATURE: _____

DATE OUT: _____

COMMENTS: _____

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*).