

# 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) F3.3-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*).