

New Full Time Faculty (Tenure and Visiting) Hiring Steps

1. Department Chair reviews departmental staffing plans with the Provost
2. A **Faculty Vacancy Request** form is completed by the Department Chair and sent to the Provost for approval
3. The Faculty Vacancy Request is sent to HR Director and then to the President for approval and signatures
4. After the form is approved, the Assistant Director of HR places the ad
5. When the search committee is ready to hire, the Department Chair completes the **Faculty Request to Hire** form for Provost's approval
6. After the Provost signs the Request to Hire form, the Assistant prepares an **Offer Letter Request** Form for review and both forms are taken to HR
7. A Contract 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 → Contract