

## FACULTY HIRING PROCEDURES

### Post Doctoral Fellows and Certified Exchange Visiting Program Scholars

This procedure is to be used when a candidate has already been identified for the position.

**NOTE:** When a pool of candidates is needed, the Procedures for Filling Benefit Eligible Academic Positions (use Rec to Fill Form FAC REC 3A) must be followed (position number will be assigned by the Budget Office). Also, extensions for temporary appointments that create benefit eligible status must follow the faculty recruitment process for benefit eligible employees.

1. Department completes: Request to Hire; identifying candidate of choice, attaches Job Description, offer letter (**NOTE: The criminal background check is not necessary if candidate is international and has never lived in the U.S.**), and vita.
2. Department submits all forms and attachments to the Vice Provost for Academic Affairs Office (110 ERL).
3. VPAA approves and forwards to Budget Office.
4. Budget Office reviews for funding and forwards to HR.
5. HR prepares Appointment Notification form, Criminal Background Disclosure form, and letter of instruction and mails to candidate with offer letter. (**If offer letter is to be express mailed, please include completed FedEx or UPS airbill or addressed envelope for regular U.S. mail.**) **NOTE: If any information on the Request to Hire changes, a revised form and offer letter must be completed and attached for approval. Indicate REVISED at the top of the form. All copies of revisions should be sent to the VPAA for reprocessing. If candidate declines offer, Steps 1-2 are repeated.**
6. After a successful background screening, HR sends Appointment Notification Form to Provost (or designee) for signature.
7. Signed Appointment Notification form is returned to HR. HR notifies Department and VPAA Office by e-mail of candidate's acceptance.
8. Employee attends scheduled orientation.