Texas A&M University-Kingsville
Check List for Faculty Searches

Approved New Search _______________ Approved Replacement for _______________

1. _____ Chair completes and submits Faculty Position Request form to the dean, who
submits it to the provost for consideration --
http://www.tamuk.edu/academicaffairs/forms/index.html

2. _____ If the position is approved by the provost, the dean, in consultation with the
department chair, appoints a search committee and committee chair. Committee
chair arranges for representative from Human Resources (HR) and the Director of
Compliance to attend the first search committee meeting to explain the hiring process,
guidelines of the search, and confidentiality.

3. _____ Committee develops advertisement as per specific criteria.

Include statement about required documents — letter of application, resume,
three original letters of recommendation, transcripts, etc. (Required documents
may vary somewhat.)

Finalists must have 18 graduate hours for every field in which they will teach.

Include required statement regarding transcripts — “Prior to issuing a letter of
appointment, official transcripts must be received by the Office of the Provost. However,
for review of application, applicants may submit unofficial transcripts from each
institution of higher education attended directly to the search committee chair.”

If transcripts are from an international institution, it is the responsibility of the
prospective faculty member to have the transcripts translated and evaluated by an
approved credential evaluator (AACRAO) -
http://www.aacrao.org/international/foreignEdCred.cfm

4. _____ Committee chair/hiring authority completes online requisition
https://javjobs.tamuk.edu/hr which will route through the proper channels through
Javjobs.

When approved, HR will distribute the ad to the Texas Employment Commission,
Historically Black Institutions, and Hispanic Serving Institutions.

5. _____ Committee reviews applications and documents online, conducts screening, and
develops short list of candidates.
6. _____ Committee determines protocol for reference checks, establishes suggested questions, assigns reference checks to committee members, and determines timeline. Committee selects top 2-3 finalists.

7. _____ Committee chair issues invitations to candidates to interview and, if necessary, requests approval through dean to provost for use of the faculty recruitment account for finalist interviews. Requests should include estimates of costs — lodging, transportation, meals, etc. Committee chair makes travel arrangements for finalists.

*Use State approved travel agencies; do not allow candidate to purchase tickets; use university credit card or BTA.*

8. _____ Committee establishes interview schedule (dates of visit, meetings with committee, dean, faculty, etc.), establishes suggested questions, and prepares evaluation sheets for feedback from those participating in the interview process (strengths, weaknesses, additional comments) - See sample interview evaluation form -- [http://www.tamuk.edu/academicaffairs/forms/index.html](http://www.tamuk.edu/academicaffairs/forms/index.html). During the interview process, finalists are asked by the department chair to complete Part I of the “Credential Evaluation Summary” -- [http://www.tamuk.edu/academicaffairs/forms/index.html](http://www.tamuk.edu/academicaffairs/forms/index.html).

9. _____ Committee chair distributes evaluation sheets to those participating in the interview process with set date for return to chair of search committee and then collects evaluation sheets by set date. Committee considers all input, deliberates as necessary, and then votes on each finalist. Chair submits results to the dean online. Strengths and weaknesses should be identified, and finalists will be rated as acceptable or unacceptable. Finalists will not be ranked.

10. _____ Dean reviews committee’s recommendations, personally makes reference checks, conducts an Internet search, completes and confirms that finalists meet all SACS requirements before making a recommendation to provost. Dean informs search committee chair of his/her/their recommendation. Chair reminds finalist that transcripts are required to be received in the Provost’s Office directly from each degree-granting institution prior to the issuing of a letter of appointment. The Criminal Background Check must be completed before a hire is made. The form may be obtained at -- [www.tamuk.edu/hr](http://www.tamuk.edu/hr)

11. _____ Committee chair selects finalist(s) and submits it to department chair, dean and provost. If approved, Provost’s Office submits online the approval to the committee chair and dean. Dean and provost will agree on any prior service credit that is requested, salary (if different from what has been previously approved), and any other special conditions prior to issuing a letter of appointment. Dean negotiates specifics of appointment with finalist.
12. _____ Dean submits to Provost’s Office the finalist’s Application for Employment, resume and three original letters of recommendation. Dean verifies that all official transcripts have been received by the Provost’s Office. Dean prepares and submits draft letter of appointment to provost for approval.

Non-resident candidates are responsible for obtaining and maintaining their H1B status. The University will not sponsor any employee but may approve visa status for up to three years upon recommendation by the hiring department. All questions should be addressed to the Human Resources Office.

13. _____ Dean submits final letter of appointment to provost, along with completed
A. “Check-List for Faculty Searches” –
http://www.tamuk.edu/academicaffairs/forms/index.html

B. “Credential Evaluation Summary” --
http://www.tamuk.edu/academicaffairs/forms/index.html and, if necessary,

C. “Justification for Faculty Qualifications” --
http://www.tamuk.edu/academicaffairs/forms/index.html

When approved, Provost’s Office sends original letter and one copy to the finalist. Finalist signs and returns letter of appointment to the Provost’s Office.
Dean or committee chair notifies all applicants about the results of the search.

14. _____ Provost’s Office distributes copies of signed letter of appointment to department chair, dean and HR. Search is closed.

Search Committee Chair __________________________ Date __________________________

Department Chair __________________________ Date __________________________

Dean __________________________ Date __________________________

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