Faculty Hiring Process Detailed Instructions:

A Guide for Faculty Search Committee Chairs and Members

Part 1: The position description and the faculty requisition

1. The department chair, school director, or area coordinator (CDAC), in consult with the Dean, determines that a search for a full-time faculty position is necessary and completes the Faculty Search Notification Form. This form provides the Office of Faculty Success with a list of identified search committee chairs and members. The Office of Faculty Success initiates contact with search committee chairs after the form is submitted.

2. Using the Position Description Templates available online and viewable in Operating Policy 32.16 *Faculty Recruitment Procedure, Attachment A,* create the position description for the faculty position. Be sure to reference the information on the Faculty Searches and Search Committee Information website while using the *Faculty Search Committee Procedures* document as a reference.

3. Using the newly created position description, create the faculty requisition in Kenexa. Use the Creating a REQ user guide provided on the Human Resources website. (Someone who has attended Kenexa training and has access to the system will need to complete this process, as well as the other Kenexa processes that follow.)

   a. The faculty requisition has been updated to resemble the position description templates. There are specific position class codes that should now be used to get the information in the requisition to pre-populate.

   b. The requisition must be routed for approval according to college and/or departmental channels as appropriate (HR requires at least one additional person with the Hiring Manager). Once the requisition has completed the approval process, it will be posted to the Texas Tech University careers site by Human Resources, where it will begin to collect applications.

4. All committee members must access Kenexa to review the submitted applications and resumes. Instructions for Viewing Applications can be found on the HR website. Questions regarding application materials in Kenexa or gaining access to the system should be sent to hrs.recruiting@ttu.edu. The Office of Faculty Success does not have any application materials. Note that any search committee member who has access to Kenexa can read applications at any time. Search committee members are encouraged to access applications as they become available; it is not necessary to have the evaluation matrix to read through applications.

Part 2: Using the matrix, identifying finalists, and recommending applicants for hire

5. After attending the Search Committee Chair Briefing, the committee chair will receive an email with the *Faculty Hiring Search Committee Information Form* link. The committee chair will complete the form using the information created from Step 2. This form will include the date that the search will close, which is required for the committee to receive the populated matrix that will allow committee members to submit the required and standardized assessments of applications.

6. Once the Office of Faculty Success (OFS) receives the form, the requisition has been unposted, **and** the search has closed, Faculty Success can create the matrix. If applicants need to be removed from review, the Faculty Hiring Applicant Removal Form must be submitted by the search committee chair before Faculty Success generates the evaluation matrix. Each applicant being

removed should have a disposition form with the appropriate reason indicated, added in Kenexa. A disposition form is simply a written document confirming the reason that a particular applicant has been removed from the search.

7. Once Steps 4 and 5 are complete, the Faculty Success Office will email each committee member a link to a One Drive folder that contains the evaluation matrix and other essential documents.

8. Once all committee members have completed their review using the matrix provided by the Office of Faculty Success, their matrices must be uploaded to One Drive via the link provided by Faculty Success.

9. OFS will use all committee matrices to create a summary matrix.

10. The summary matrix serves as a guide in assisting the search committee with determining finalists and semi-finalists.

11. After the committee has, if applicable, completed any semi-finalist interviews and identified finalists, the committee chair must complete the Faculty Search Certification Form. Finalists cannot be invited to campus until the search has been certified, and that cannot happen until the Faculty Search Certification Form has been completed, submitted, and approved.

12. Return to Kenexa to update the HR status to "Interview Complete" for all applicants who were listed on the Faculty Search Certification Form as interviewed either by phone, video or in person. The applicant's HR status will begin at "Manager Review" and will need to go through the "Request Interview" status, then to the "Interview Complete" status.

13. Once all finalists have been interviewed, the search committee chair completes the Faculty Candidates Recommended for Hire Form. The Office of Faculty Success will upload a PDF of the completed form to the Members folder on One Drive. The PDF should be shared with the CDAC for discussion.

Part 3: Making the offer

14. The department chair, school director, or area coordinator uses the conditional offer letter templates to craft the conditional offer letter and send it to the candidate recommended for hire. The chair, director, or area coordinator should follow the steps outlined in OP 32.16, Step 4, The Hiring Process. ***This CONDITIONAL OFFER LETTER should not be added to Kenexa.***

15. The CDAC or hiring manager should return to Kenexa to update the HR status of the individual being hired to "Prepare Offer" (move through the Reference Check status). Add the Offer Outline form to the candidate who is receiving the initial offer. Instructions for Preparing an Offer Outline can be found here.
    a. Applicants who are no longer under consideration should have a disposition form added in Kenexa with the appropriate reason indicated.
    b. The Office of Faculty Success will attach the Summary Matrix and Search Certification Form to the requisition in Kenexa.

16. After the Offer Outline form has been approved, the candidate's HR status will automatically update to "Extend Offer."

17. The department will need to use Attachment C of OP 32.16 (including the attachment from OP 32.36 Certification of Faculty Qualifications) and send the appropriate information to Jessica Williams to generate the Provost Offer Letter. This information must be sent in hard copies; ***it cannot be emailed.***

18. After the qualifications have been certified, the Provost Offer Letter will be added to Kenexa by Jessica Williams for the candidate to accept.

19. Once the candidate has accepted the Provost Offer letter, the candidate's HR status will update to "Offer Accepted"; the background check process will begin automatically. *(Background checks cannot be completed more than six months prior to the hire date listed on the Offer Outline form)*

20. The department should notify the candidate they will receive an email from Hire Right.

21. Once the background check is complete, the department will receive an Approval to Hire form from HR. The form indicates the hire has passed a background check. The approval to hire form must be attached to the New Hire ePAF with the I-9. The candidate's HR Status will automatically update to "Final Offer."
22. The department should add the Final Candidate Form to the candidate file in Kenexa and update the HR status to "Ready to Hire." (The Kenexa system will generate an ePAF in the queue of the individual listed on the Offer outline form field of EPAF Originator).
23. The HR status will automatically update to "Send to Onboarding," and the candidate will receive an email to go to the electronic onboarding system to complete the New Hire Paperwork. The department is responsible for processing the I-9.
24. Once the ePAF is processed and all documents have been sent to HR, the HR status of the hired candidate will be updated to "Hired" by HR.