TEXAS TECH™

FACULTY OFFER PROCESS

The faculty hiring process is governed by **TTU OP 32.16**. All tenure/tenure-track faculty titles will follow this offer process. Units offering lecturer and visiting professor positions are not required to use the evaluation matrix and procedures described in TTU OP 32.16. If a unit makes this choice, the unit must complete the process in its entirety. All offer letters must come from the Provost's Office. Offers for part-time Instructors and Post Doctoral Teaching Scholars will follow the Preparing a Staff Offer Outline and Generating a Staff Offer Letter processes as they are not governed by the Provost's Office.

The information below is intended to supplement materials provided by the Office of Faculty Success by clarifying the different online forms used during the full-time faculty search process.

Faculty Search Compliance Review Form

Before an official offer can be prepared or sent, the search must be reviewed and deemed compliant by the **Office of Faculty Success.** The **Search Committee Chair** completes the *Faculty Search Compliance Review Form*, located in the shared Members folder, after semi-finalists and finalists are selected. This step must be completed prior to contacting candidates for finalist interviews.

Faculty Search Recommendation for Hire Form

Once the *Faculty Search Compliance Review* Form has been approved and after the Search Committee has concluded its review of finalists, the **Search Committee Chair** must complete the *Faculty Search Recommendation for Hire Form*. A link to this form can be found in the shared Member folder. **Faculty Success** will upload a PDF of the form to the Member folder within 24 hours of submission. This PDF should be sent to the **Dean or CDAC (chair, director, or area coordinator)** making the offer.

Offer Outline Form

Departments are responsible for completing the Offer Outline form within the Kenexa system. This process must be completed by an individual who has attended **Kenexa Training** and obtained **Hiring Manager** access.

In Kenexa

1. Change the candidate's HR status from **Reference Check** to **Prepare Offer**. When the HR status is changed the Offer Outline Form auto-opens in a new window.
    a. **Reference Check** is a required status to move from **Interview Complete** to **Prepare Offer** and cannot be bypassed.
2. Add and complete the Offer Outline form with all the required information. – Some information will auto-populate from the requisition. Click the blue ⓘ bubble for information on data entry.

Candidate Information

3. The form will be prepopulated with the candidate's name.
    a. **Supervisor ID** – This is the R# of the person supervising the new hire.
    b. Select **Employee Type**

Position Information

4. The first part of this section will be prepopulated with information from the requisition.
    a. Select **Benefits Eligibility**
    b. Verify **Departmental ePAF Originator** – this field will be prepopulated with the hiring manager from the requisition. Update this to the person in the department who processes ePAFs.
        i. Information provided on the Offer Outline Form will be used to create the system-generated ePAF (New Hires/Rehires only). The ePAF will be placed in the queue for the individual designated as the ePAF originator.
        ii. The department will need to generate manual ePAFs for transfers/promotions.
    c. Enter the **Proposed Monthly Rate**
    d. Select the **Premium Pay Code**
        i. **N/A** should be selected for all faculty positions.
    e. **Targeted Start Date** – this date should be at least 5-10 business days from the date the Offer Outline form is approved. HR recommends at least 10-15 business days. This allows time for the form to route for approval as well as the background check process.

    NOTE: Background checks may take longer depending on the cities, counties, states/provinces, and countries the candidate has lived in.

Organization And Funding

5. Org Level 1 and Org Level 7 will prepopulate from the requisition.
    a. Select **Building/Location** (from the list).
    b. Enter Mail Stop, Area Code, Telephone, Address, City, State, Zip or Postal Code, County (from the list), Timesheet Org Code, and Time Entry Method.
        i. click the blue ⓘ bubble for information on data entry.
    c. Mark **Visa Status**.
    d. Grant Funded will prepopulate from the requisition.
6. **Funding Source 1** – enter the FOAP information on where the new candidate will be paid.
    a. The form will allow up to 5 funding sources. To add additional lines, mark “yes” on the question regarding additional funding sources.
7. **Background Check Information** – provide the FOP to charge for the background check.
8. **Manager Signing Offer Letter** – choose from the list the person who will be signing the offer letter.
9. Indicate **Sponsorship**

Approval Routing

10. Please follow departmental/college approval processes and select the appropriate individuals from the list. HR is not aware of every department's approval requirement.
    a. **HR Approval** – select **A Talent Acquisition**
    b. **Compensation** – select **Compensation/Operations, TTU**
    c. **There must be at least two approvers from the department/college**.
        i. Hiring Manager, Department Head, Additional Approval 1, Additional Approval 2.
        ii. **For Faculty Titles** (other than Instructors or Post Doctoral Teaching Scholars): Jessica Williams should be an additional approver.
        iii. **For Visiting or Research Faculty Titles**: Jessica Williams and Dr. Timothy Dallas should be additional approvers.
        iv. Any remaining fields may be bypassed.
    d. **Notify upon approval completion** – select Form Creator and any additional options.
11. Once the form is complete, click **Save and send for approval**; if you need to save to gather more information, click **Save as draft** and it will save all the information you have entered. Form drafts are in the top-right hamburger menu under Candidates > My Folders > Forms – my drafts.

Official Offer Letter

Regardless of whether the search is using an evaluation matrix generated by the Office of Faculty Success based on the responses to the *Faculty Hiring Search Committee Information Form*, **Jessica Williams** in the Provost's Office will generate and post the official offer letters for all Faculty titles (excluding Post Doctoral Research Scholars and part-time Instructors).

The official offer letter will need to be signed physically by the candidate **AND** accepted electronically in the Kenexa system. After the official offer letter is accepted **electronically**, Human Resources will send a background check invitation to the candidate via email from **Hire Right**. The candidate must complete all forms from the vendor before the background check will start.

Process information beyond this point is contained in the Transitioning Candidates for Faculty Searches document.