

## New Guidelines for Submitting Approvals to Hire a Faculty Member

### New Procedures

The *process* remains essentially unchanged however there are some key points that need to be addressed.

1. An important change to note is that all faculty job offers with start up funds from the VPR **must** have an approved New Faculty Start-up Request form from the Office of the Vice President for Research **before** an offer can be made.
2. Offer letters should include provisos such as “This offer is pending per approval by university administration.” and “Employment is contingent on your ability to provide employment eligibility documentation required by federal employment and/or immigration laws.”

If the offer includes the granting of tenure on arrival, there should be a statement that says “Offer of tenure on arrival is pending per approval by the Board of Regents” or something similar. *Please note that the authority of the Deans regarding the hiring of new faculty is unchanged.*

3. The search process information identified in the checklist items for tenure track offers will not have to be included in the documentation returned to the office of the Dean of Faculties and Associate Provost. **However, you do need to keep this information on file in your office.** The records retention schedule requires that you keep this documentation for 2 years.

4. Departments are asked to provide the outcome—acceptance or decline of a job offer—to the Dean of Faculties office. This may be accomplished via e-mail to Toni Alvarado at [a-alvarado@tamu.edu](mailto:a-alvarado@tamu.edu) in the Dean of Faculties Office.

5. Each Dean’s office will monitor and maintain information that will be provided to the Provost (with copies to the Dean of Faculties and Associate Provost and to Ms. Terry Spang, Assistant Provost for Finance and Administration) on the first (or first working day) of each month. The data will include year-to-date balances of faculty salary and start-up amounts with rosters of new faculty hires. (The format and exact content of the documentation maintained in the Dean’s offices will be determined by the Deans in consultation with the Provost’s office.)

### Submission of Forms to the Dean of Faculties Office

Submission of forms needs to be routed through your College Dean’s office for approval before coming to the Dean of Faculties Office. To prepare an Approval to Hire Package the following forms need to be submitted:

1. Optional - A cover memorandum to the Dean of Faculties addressing what you are doing. This is only necessary if there are items to be addressed that are not obvious by the forms sent in.
2. Approval to Hire a Faculty Member form filled out and signed by the Department Head & Dean. You have to fill out this form on the web at <http://dof.tamu.edu/admin/hiring/approvaltohire.php>. (Please send the original form with original signatures only; we will make a copy of the approved form and return it to your dean’s office. We are requesting your dean’s office forward you a copy.)
3. If start-up funding is required, the New Faculty Start-up Request form signed by the Department Head, Dean, and the Vice President for Research needs to be attached. (*See item #1 under New Procedures.*)
4. A copy of the offer letter. (*See item #2 under New Procedures concerning the statement about offer pending per approval by university administration and/or tenure pending per approval by the Board of Regents.*)
5. The faculty member’s curriculum vitae.
6. The Verification of Degree Release form signed by the faculty member. We can accept faxed signatures. All information requested on the form is needed in order for the Dean of Faculties office to verify the degree. If you have a problem getting a signed form before sending in the Approval to Hire package, then you may send the signed form in when you send in the signed tenure form. We do not want this to hold up the package.

7. Self Identification Form it is recommended that all applications of tenured and tenure-track positions fill out this form to assist our office in gathering the university's EEOC reporting requirements. Please send this form directly to the Dean of Faculties Office.

8. Felony Conviction Notification this form is used by our office as notification of felony convictions only. This form must be signed before we process your hiring paperwork. We can accept fax signatures or an individual can scan the document and send it by email. Please send this form directly to the Dean of Faculties Office. The University also conducts felony background checks for all new hires. If either the self-disclosure form or background check reveals a felony conviction, the Dean of Faculties will make a decision to approve the offer or not after discussions with the Dean and Department Head of the hiring unit. (NO OFFER IS OFFICIAL UNTIL THE DEAN OF FACULTIES HAS APPROVED THE OFFER.) The Dean may appeal to the Executive Vice President and Provost if there is not concurrence with the Dean of Faculties.

9. The Applicant Tracking Log, (a hard copy and a disk) needs to be attached in cases of tenure and tenure-track hires. The Applicant Tracking Log is **not** required on non-tenure or non-tenure-track positions. All other documentation regarding the search process needs to be kept on file in your office for two years. (*See item #3 under New Procedures*)

10. The appropriate tenure form should be attached. The forms are:

- a. The Agreement Concerning Appointments Which Do Not Accrue Credit Towards Tenure For a non-tenure position such as Lecturer or Visiting titles.
- b. The Agreement Concerning Probationary Service For a tenure-track faculty member coming in with a probationary period.
- c. The Agreement Concerning Tenure For a faculty member coming in with tenure on arrival.

11. Appointments with Tenure on Arrival need to include the following:

- a. The department committee and the Deans Advisory Council should review the candidate's dossier and vote on it. Both votes need to be included in the documentation. If there are discrepancies in the voting or concerns raised, those should also be addressed. This can be reported in a cover memorandum. The memorandum should be addressed to the Executive Vice President and Provost through the Dean of Faculties.
- b. In most cases, the dossier should include letters of recommendation.
- c. A short biographical paragraph which can be submitted to the Board of Regents as part of the approval process.

If you have any questions regarding these procedures, please contact Toni Alvarado at the Dean of Faculties Office. The phone number is 845-4274 or e-mail at [a-alvarado@tamu.edu](mailto:a-alvarado@tamu.edu). We are working on a more complete step by step set of instructions that hopefully will address all aspects of the hiring process. If you see something that is confusing or needs to be stated more clearly, please let us know.

**Tenured and Tenure Track Hires:  
Faculty Documentation Checklist**

**Records Retention requirement for this information is 2 years.**

**This information is to be kept on file in your department.**

- 1) Statement of academic roles and responsibilities to be fulfilled by appointee and criteria used for selection.
- 2) Description of departmental process for recruitment and selection of the proposed appointee.
- 3) Description of the interview process and list of names of all qualified candidates interviewed.
- 4) Copies of itineraries of all candidates interviewed
- 5) List the name of the outlets where advertisement was placed and copies of the advertisements for the position.
- 6) Explanation of other recruiting channels used. For example, faculty networks, personal contacts, letters to other departments, professional meetings, etc.
- 7) Description of specific methods that were used by the search committee or department head to seek out and encourage qualified African American, Hispanic or female applicants.
- 8) Statement of how many offers for this position were declined before this offer. Statement of how many previous offers were made to African American, Hispanic or female candidates.
- 9) Statement of the basis for evaluation of candidates interviewed. State why successful candidate was selected. This statement should be based primarily on the roles, responsibilities and criteria state above.
- 10) Applicant Tracking Log. (This will also need to be sent in to the Dean of Faculties Office)