

## Faculty Search Step by Step Guide

Once you have received approval from the Department Chair/Dean for a new Faculty hire, use this check list to guide you through the Faculty Search process. *Please note that EOS will only accept the new forms currently on the website and not any old forms you might have used in the past. If you submit an old form it will be returned to you to complete again.*

### I. Pick a Search Committee (for more instructions see FS Manual Page 5)

- a. Complete the [Search Committee form](#) – If there are less than 5 members a signature from the Dean is required.
- b. [Ad Approval form](#) (for more instructions on creating your ad see FS Manual page 8)
  - i. Ad requirements
    1. Title for the position i.e., Assistant, Associate, or Professor
    2. Department/College
    3. Description of position requirements
    4. Degree requirements
    5. Educational preferences
    6. Information about UTA and the Department's accomplishments
    7. Where and how to apply
    8. EOS required statements
    9. A separate non-formatted ad if you wish to advertise in The Chronicle
- c. International applicant hiring process
  - i. If you think that it's possible the candidate you may hire could be a non-resident and will require a work visa you may need to place your advertisement in a special type of publication for the potential permanent residency process. It is recommended that you consider this as you're starting your search and place this advertisement as part of the search. Please check with Jessica Kulkarni, who can give you the publication requirements.
- d. Submit original Search Committee forms and Ad Approval form to EOS Linda Olson, Box 19569, keep a copy for the department
- e. Submit ad in word format only to [lolson@uta.edu](mailto:lolson@uta.edu) – no pdf formats
- f. Wait for approval from EOS with assigned Search Code. The approval may take up to 48 hours.
- g. Once you have received your Search Code please put this on any and all documents/emails you send for the entire search process.

### II. Receiving of Applicants

- a. Send each applicant an "[Application Acknowledgement letter](#)". You may send these 1 of 2 ways
  - i. Printed letter via standard mail
  - ii. Email
- b. You may use the example found on our website or you can create your own. Each letter must contain the following link to the Self Identification website at:  
[http://www.uta.edu/hr/eos/faculty-search/employment-opportunities/sid\\_form.php](http://www.uta.edu/hr/eos/faculty-search/employment-opportunities/sid_form.php)

- c. Send one addressed copy of your acknowledgement letter to EOS Box 19569. We only need one for our files, but it must be addressed to a candidate.
- d. Enter each candidate into the [Applicant Summary Form](#) sheet ASF1. This form is required with each new hire packet submitted.

**III. On Campus Interviews**

- a. Complete the [On-Campus Request Form](#)
- b. Include your short list – these are usually the names of the candidates you’ve interviewed over the phone.
- c. Include a rationale for each candidate you would like to invite to campus explaining why you chose them over the other candidates from your short list
- d. Include only the CVs for the candidates you would like to come to campus for an interview
- e. Send completed packet to EOS Box 19569, the approval may take up to 48 hours.

**IV. Completing the New Hire packet**

- a. New Hire Packet must include the following:
  - i. [Offer Approval Request Form](#) (formally known as “PAR”)
  - ii. Fall and Summer Offer Letters from the Dean
  - iii. Request for Start-Up Funds for New Faculty Hires. (this is the second sheet in the Offer Approval Request excel file)
  - iv. Certification of Credentials
  - v. CV
  - vi. Recruitment Summary Report
  - vii. Applicant Summary Form which includes
    1. ASF Hiring Summary sheet
    2. ASF1 – explained in step II above
  - viii. Criminal Background Check
  - ix. Reference letters
  - x. Copy of the advertisement

**V. Regret letters may be sent via email or standard mail -** Send your regret letters out the same way as you sent your Acknowledgement letters

**VI. Closing search without a hire –** If the search committee has decided that none of the candidates meet the department’s requirement and you want to close the search without filling the position have the Search Chair send an email to [lolson@uta.edu](mailto:lolson@uta.edu) stating the committee is closing the search without a hire. The email is all that is needed for EOS to close the search for you.