

FACULTY HIRING PROCEDURE

FULL-TIME

I. Approval for full-time position

- Submit “[Request to Create a New Faculty Position](#)” or “[Request to Fill an Existing Faculty Position](#)” (see Faculty Handbook 2.1.6.2)
- Once approved, submit “[Job Posting Request](#).” Faculty Hiring Coordinator will post position on the ORU Human Resources website and other sites as requested by the department. (Outside postings will be billed to the department.)
- College Dean assigns search committee and sends committee list to Faculty Hiring Coordinator. (see Faculty Handbook 2.1.6.3).

II. Application Process

- Faculty Hiring Coordinator will gather application materials and forward completed application files to the Chair, Dean, and head of Search Committee for review.
- Search Committee will evaluate applications and interview viable candidates (see Faculty Handbook 2.1.6.3 for guidelines)
- Notice of selected candidate sent to Faculty Hiring Coordinator with the below documents
 - [Hiring Checklist for New Full-Time Faculty](#)
 - [Faculty Appointment Evaluation Form](#)
 - [Request for Faculty Appointment Form](#)
 - [New Employee IT Access form](#)

III. Hiring Process

- Faculty Hiring Coordinator submits completed application file to the Provost’s office for review and approval – process includes interview with the Provost, the President and approval by the Board of Trustees.
- If approved, Faculty Hiring Coordinator will notify department that the candidate has been “Approved for Hire” and send the “Notice of Contract” template for Dean/Chair to send to candidate.
- Faculty Hiring Coordinator will generate contract.
- Contract sent to candidate via DocuSign for signature.
- Signed contract and supporting documents sent to HR for background check and completion of I-9.
- Faculty Hiring Coordinator will send copy of executed contract to the department Chair/Dean once background check and I-9 are complete.

IV. Final Steps

- College/Department notifies Faculty Hiring Coordinator if job posting is to be closed.
- Search Committee Chair or Department Chair notify other candidates that the position has been filled.