

Hiring Checklist for New Faculty (Updated 3/10/2023)

Name of Applicant _____

College _____ Department _____

☐ Full Time ☐ Residential Adjunct ☐ Online Adjunct ☐ Additional or Course Location Adjunct

- ☐ **Within 5 business days** after receipt of the application, inform the Dean's Assistant whether or not you plan to pursue this candidate. If declining, give a reason. Dean's Assistant informs the Provost's office.
- ☐ **Within 10 calendar days** after the above-stated notification, the completed file must be delivered to the Dean's Assistant.
- ☐ Chair must obtain references and contact each one. Call the references. Either keep notes of the phone call or request they send a letter of recommendation. **Reference letters or call notes must be included in the file. ORU employees providing references must submit a reference letter.**
- ☐ Is the person being hired as faculty already a staff member? YES _____ NO _____ If yes, are they full-time or part-time? _____ Salaried or Hourly? _____ What department & position? _____
NOTE: Hourly staff members cannot be hired as faculty members.
- ☐ Will this person require moving expenses? (Full Time Only) (Yes or No) _____ If yes, Dean's Assistant will coordinate with HR and those who will work with the applicant to arrange for payment after the contract is signed.
- ☐ Create a file using a manila file with a white file label. Last name first. Name at the left edge and the top of the file label. Font Arial 14. **DO NOT USE STAPLES ALL ITEMS SHOULD BE PRINTED SINGLE-SIDED, including the IT form.** When the checklist and file are **complete**, submit the file to the Dean's Assistant.
- ☐ **Items should be in the order listed below. If an item does not apply, write N/A beside the circle.**
- ☐ A marked copy of pages one and two of the Hiring Checklist for New Faculty
- ☐ Request for Faculty Appointment Form (For Full Time)
- ☐ Faculty Appointment Evaluation Form (For Full Time Only). Must be signed by Chair and Search committee.
 - The applicant must teach a class with either students or their peers (peers if a class is not in session). Notes of their teaching are to be included in their file (For Full Time Only)
 - The Provost and President interviews are to be in-person (For Full Time Only)
- ☐ Request for New Adjunct Faculty Appointment (For New Adjuncts) **List all disciplines and courses that the person is authorized to teach.**
- ☐ Residential Adjunct Assignment Form (**Not needed for online**) – After Dean has approved for hire, Dean's Assistant should remove the assignment form and hold it until the contract is signed. Once the contract is signed, the chair will need to coordinate with the new faculty member to get a signature and return a signed copy to the Dean's Assistant
- ☐ Application
 - Make sure the education listed on Curriculum Vitae and Application match.
 - Make sure any listed degrees provide transcripts confirming degree conferral or award.
- ☐ Curriculum Vitae
- ☐ Unofficial Transcripts (For every college and university listed under the education section of the applicant's Curriculum Vita and Application.) **NOTE: Please highlight in yellow on the unofficial transcript where it states the degree was awarded or conferred and the date.** Also include proof that the official transcripts have been ordered. Official transcripts must be sent **directly to the Provost's Office.**
- ☐ Three letters of reference or contact notes
- ☐ Validation of Faculty Credentials. **Contact Victor Bustinza to generate a Faculty Credential Report and include it in the folder.**

- ☐ Spiritual Formation (Required if they do not speak in tongues)
- ☐ New Employee IT Access Form **(Always for all files)**
 - Fill out completely. If something is not needed, enter N/A.
 - For Online, mark New Network/Email Account Needed only. Put N/A in all other areas.
 - For Online, Dept. contact is Dept. Assistant and Jana Swartwood

SIGNATURES

1. Chair interview – Signature and date

2. File Approval by Dean's Assistant – Signature and date

3. Dean's final approval – Signature and date

4. Online Dean approval if online adjunct - Signature and date

Following is for Dean's office use only:

- ☐ Before a file is given to Provost's office, Dean's Assistant should remove the assignment form and hold it until the contract is signed.
- ☐ **File Preparation for Provost's Office:**
 - File Front – Request for New Appointment Form
 - File inside left – Hiring Checklist
 - File inside right – All other forms in the order listed on the checklist
- ☐ Once the contract is signed, Chair will need to get the new faculty member's signature on the assignment form and return it to the Dean's Assistant.
- ☐ Dean's Assistant emails a signed copy of the assignment form to HR, Budget, and Provost's office. Budget will send it to Payroll.
- ☐ If moving expenses are required after the contract is signed, Dean's Assistant will email a request to HR and Ruth Miller with the following:
 - Name
 - E-mail address
 - Physical address they are moving from.
 - Salary