

## Hiring Checklist for New Full-Time Faculty (Updated 10/13/2023)

Name of Applicant \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_

**The file must contain all of the items listed in section one before being brought to the dean for review.**

- ☐ **Within 5 business days** after receipt of the application, inform the Dean's Assistant whether you plan to pursue this candidate or not. 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.
- ☐ The 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.**
- ☐ Create a file using a manila file with a white file label. Last name, first name. Font Arial 14 **BOLD**. Name at the left edge and the top of the file label. **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 Full-Time Faculty
- ☐ Will this person require moving expenses? **(Full Time Only)** (Yes or No) \_\_\_\_\_  
If moving expenses are required, after the contract is signed, Dean's Assistant will email a request to HR and Kali Casey.  
**Please include the following information.**
  - E-mail address \_\_\_\_\_
  - Physical address from which they are moving. \_\_\_\_\_  
\_\_\_\_\_
  - Annual Salary (Provost office will provide later) \_\_\_\_\_
- ☐ Request for Faculty Appointment Form (For Full Time Only)
- ☐ Faculty Appointment Evaluation Form (For Full Time Only). Must be signed by the Chair and Search committee.
  - The applicant must teach a class with either students or their peers (peers if a class is not in session). Include in the file the following items. (For Full Time Only)
    - ☐ The Mock Teaching Interview Rubric
    - ☐ The Student Evaluation of Faculty Candidate Form
- ☐ 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.)  
**Please highlight the unofficial transcript in yellow where it states the degree was awarded or conferred and the date.**

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- ☐ Validation of Faculty Credentials. **Required for all files. MUST BE ORDERED BETWEEN THE CHAIR AND DEAN INTERVIEW**  
**If the chair and dean interview at the same time, send the request before the interview occurs.**
  - Send a copy of the applicant's C.V. and unofficial transcripts to Dr. Weed by emailing him at [kweed@oru.edu](mailto:kweed@oru.edu) and copy Angie Dean at [adean@oru.edu](mailto:adean@oru.edu)
  - Dr. Weed will generate a Faculty Credential Report and email it to you to be included in the file.
- ☐ Three letters of reference or contact notes.
- ☐ Spiritual Formation (Required if they do not speak in tongues)
- ☐ New Employee IT Access Form (**Always for all files**) Do not print double sided.
  - Fill out completely. If something is not needed, enter N/A.

**NOTE: No keys requests or accesses or CSCR's are to be started in process until the provost's office has informed the dean's office that the candidate is clear to begin teaching.**

**NOTE: The Provost and President interviews are to be in-person (For Full Time Only)**

- ☐ **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.

## SECTION TWO (To be completed **after** the applicant is hired and cleared to teach)

- ☐ Once the contract is signed and applicant is fully approved, Provost's office will email registrar and dean's assistant informing them that the candidate is clear to teach and be set up in banner. At this time, keys, accesses and CSCR's may be started in process.
- ☐ Official Transcripts: Required for all files
  - Once the contract is fully signed, the applicant must provide proof that official transcripts have been ordered. These should be emailed to Sheri Blevins at [sblevins@oru.edu](mailto:sblevins@oru.edu).
  - Official transcripts will only be valid if they are sent directly from the institution to the provost's office.
- ☐ Instruct the new faculty member to have their official transcripts sent in one of two ways as follows:
  - Electronic transcripts must be emailed from the institution to Sheri Blevins at [sblevins@oru.edu](mailto:sblevins@oru.edu).
  - Hard copies must be mailed from the institution to:  
Oral Roberts University  
Provost's Office, Attn: Sheri Blevins  
7777 S Lewis Ave  
Tulsa, OK 74171