Hiring Checklist for New Online Faculty (Updated 10/13/2023)

Name of Applicant

_____

College_____Department_____

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

○ **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 currently 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 unless they terminate their staff position.

○ 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 Online Faculty

○ Request for New Adjunct Faculty Appointment. **List all courses that your department would like them to teach**.

○ Application
  • Make sure the education listed on Curriculum Vitae and Application match.
  • Make sure any listed degrees provide transcripts confirming degree conferral or award.

○ Three letters of reference or contact notes.

○ 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.

○ 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, order it before the interview.
  • Send a copy of the applicant's C.V. and unofficial transcripts to Dr. Weed by emailing him at kweed@oru.edu **and copy** Angie Dean at adean@oru.edu
  • Dr. Weed will generate a Faculty Credential Report and email it to you to be included in the file.

○ Spiritual Formation (Required if they do not speak in tongues)

Name of Applicant_____

College_____**Department**_____

○ New Employee IT Access Form **(Always for all files) Do not** print double sided.

- For Online, only fill out the entire top section titled New Employee IT Access Form- Staff/Faculty/Contract.

- In that section mark New Network/Email Account Needed. Online will take care of the rest later.

NOTE:
- No accesses 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.
- No keys should be ordered for online faculty.

○ Dean's Assistant should scan a copy of the file and email it to Dr. Jay Gary at jgary@oru.edu before it is taken to the provost's office.

○ **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 and applicant is fully approved, Provost's office will email registrar, dean's assistant, and Jana Swartwood informing them that the candidate is clear to teach and be set up in banner. At this time, 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.
- 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.
- 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