

APPENDIX A—Summary of Faculty Appointment Procedures

Faculty Position Procedures

To Create a New Faculty Position	To Fill an Existing Faculty Position
<ul style="list-style-type: none"> Chair/Dean sends “Request to Create a New Faculty Position” form to VPAA 	<ul style="list-style-type: none"> Chair/Dean sends “Request to Fill an Existing Faculty Position” form to VPAA
<ul style="list-style-type: none"> VPAA, Provost, and President recommend position to Academic Affairs Committee 	<ul style="list-style-type: none"> VPAA, Provost, and President approve request and open an existing faculty position
<ul style="list-style-type: none"> Board of Trustees approves and creates an open faculty position 	

Procedures to Fill an Open Faculty Position

Procedure	Responsible Entity	Form, Document, or Action
1. Prepare search plan.	Chair/Dean and Faculty Hiring Coordinator	Communicate with Human Resources
2. Determine application deadline.	Chair/Dean	Communicate with Human Resources
3. Appoint search committee.	Dean	Contact Appointed Search Committee Members
4. Process documents and acknowledge receipt of each application.	Chair of Search Committee	Letter acknowledging receipt of application
5. Evaluate pool.	Search Committee	Faculty Appointment Evaluation form
6. Begin selection process by reviewing faculty applications and checking references.	Search Committee	Faculty Appointment Evaluation form
7. Request and evaluate written statements of faith.	Search Committee	Spiritual-Fit Questions
8. Conduct interviews.	Search Committee, Dean, VPAA, and Provost	Interview Questions
9. Review search committee recommendations.	Dean, VPAA, Provost, and President	Faculty Appointment Evaluation form , summaries, and hiring file
10. Recommend candidate to Academic Affairs Committee of Board of Trustees.	VP Academic Affairs	Recommendation to Academic Affairs Committee of Board of Trustees
11. Approve to make offer.	Board of Trustees	Memo granting approval to make conditional offer
12. Make conditional offer.	Dean	Letter of conditional offer of academic employment
13. Conduct background check.	VP Academic Affairs	Disclosure & Authorization form
14. Appoint candidate to position.	Board of Trustees	Letter of Appointment
15. Make arrangements with Finance Department, Human Resources, and Director of Faculty Development.	VP Academic Affairs	Appropriate forms or memos

Note: The Board of Trustees has final approval and appoints all faculty members.