



Hiring Checklist for New Faculty

Name of Applicant _____

College _____

Prior to requesting an interview with the Provost, please submit an applicant-name labelled folder containing the following documents to the Office of the Provost, and email an electronic copy of each document (or a portfolio of the documents) to vreed@oru.edu. One physical folder will be provided to the Provost, one to the President, and the electronic portfolio will be sent to the Board of Trustees. **Do not use staples in the physical folder**; use only paper clips, when necessary.

Portfolio of Required Documents

University-generated documents

A marked copy of this first page of the checklist

Request for Faculty Appointment form

Faculty Appointment Evaluation form (only for full-time positions)

Unofficial College Transcripts with evidence of official copies on order; request transcripts be sent to Office of Institutional Effectiveness

If applicant does not have 18 graduate hours in teaching subject area, chair must create, sign, and date a one-page narrative detailing the alternative qualifications (certificates, acclaim, experience, etc.) used to establish applicant's professionalism

Evidence from Human Resources of clear I9 and background check (requested from H.R. after Search Committee and Dean approval)

Applicant-provided documents

ORU Faculty Application

Curriculum Vitae

Three external letters of reference

Chair signature/date:

Dean signature/date:

Faculty Records Administrator signature/date:

If applicant is approved by the Board of Trustees, and after you receive a copy of the contract and the fully signed Request for Regular Faculty Appointment, then proceed with the following actions.

1. Email the following document to hr@oru.edu
 - **New Employee IT Access Form**
http://www.oru.edu/faculty_and_staff/information_technology/it_request_new_employee_form.pdf
2. Complete **Key/Keybox Request Form** for any required keys
http://www.oru.edu/faculty_and_staff/staff/human_resources/documents/key_keybox_request_form.doc