

RECRUITMENT

- Post position (through HRS and Employment website)
- Applicants apply (online [Career Opportunities Website](#))
- Candidate interviews and recommendations made by the Search Committee
- Candidate selected (processing complete on Employment Website)
- Position closed (must be open for 5 business days before closing)
- Log on to Employment website and mark selected candidate as “Offer Recommended”
- Receive HR Faculty Recruitment Approval email notification
- Send [HR Faculty Recruitment Approval, Appointment Request Memo, Offer Letter, Offer Planning Document and CV](#) to Dean for review and approval
- [Offer Letter, Primary Language Attestation, Criminal History Check and Drug Screen Consent](#) forms to candidate by hiring department
- Offer accepted by candidate (pre-hire process begins - HRS coordinates pre-hire drug screen with candidate)
- Background check and drug screen satisfactorily completed by candidate and approved by HRS

CREDENTIALING

Credentialing process will be going on at the same time you are gathering the contents for the Initial Faculty Appointment Packet.

- Clinical: contact Health Care Quality & Risk Management
- Non-clinical: contact Faculty Affairs

APPOINTMENT

Please follow procedures for Initial Appointment by using the most current [Forms](#) on the Faculty Affairs website.

The complete Appointment Packet should include:

- Initial Appointment Packet Checklist
- HR Faculty Recruitment Approval
- Appointment Request Memo from department Chair to Dean
- Offer Letter
- Offer Planning Document (if applicable – used for research and start-up funding)
- CV
- Clinical Credential Approval from QM or Original Transcripts
- Faculty Salary Tracking Form
- Contract

When Appointment Packet is complete:

- Faculty Affairs prepares Appointment Letter and routes Appointment Packet, Contract and FSTF via DocuSign to Dean and Provost for approval
- Faculty Member signs the Appointment Letter and returns to Faculty Affairs
- Hiring department receives Appointment Letter and copy of the Contract
- Copy of Appointment Letter is sent to HRS by Faculty Affairs
- HRS matches Appointment Letter to ePAR and position and enters into EIS for Payroll