

APPOINTMENT PROCESS: http://web.unthsc.edu/info/200129/faculty_affairs/1733/hiring_new_faculty

RECRUITMENT

- Hiring Department/Institute** contacts HRS and posts position through the Employment website. Applicants apply online. Interviews are conducted and recommendation is made by the department/institute Search Committee. Candidate is selected. Notify HSC Employment to close position (must be open for 5 business days). Log on to UNTHSC employment website and mark selected candidate as "offer recommended".
- HRS emails the [Faculty Recruitment Approval Notification](#) to the Department Chair/Institute Executive Director, Provost Office and Faculty Affairs. **DO NOT proceed with Offer until Faculty Recruitment Approval is received from HRS.**
- Department/Institute** sends to **Dean/Vice Provost of Health Institutes** for review, the [DRAFT Offer Letter](#) and [Offer Planning Document*](#) and then sends to Provost's office to review before sending to the faculty candidate (*only use if applicable - Internal form for planning/approval of research start-up funding for labs/techs).
- Department/Institute** sends [approved Offer Letter](#), [Language Attestation](#), [Criminal History Check](#), and [Drug Screen](#) consent forms to **Faculty Candidate** to sign and return to the department/institute.
- Department/Institute** sends to **Faculty Affairs**: signed [Offer Letter](#), [Language Attestation](#), [CV](#), and [Appt. Request Memo](#). **Department/Institute** sends to **HRS**: [Criminal History Check](#) and [Drug Screen](#) forms.

CREDENTIALING

CLINICAL: **Department/Institute** contacts QM to initiate the clinical credentialing process. QM sends credentialing approval notification to the department/institute, HRS, and Faculty Affairs.

NON-CLINICAL: **Department/Institute** contacts **faculty candidate** to request transcripts from their terminal degree university. Copies of transcripts or transcripts issued to students cannot be accepted. If department receives transcripts, do not open and bring to Faculty Affairs to open and make copy for department/institute if needed.

[ORIGINAL TRANSCRIPTS](#) should be mailed directly from Registrar to:

UNT Health Science Center, 3500 Camp Bowie Boulevard, Fort Worth, TX 76107 Attn: Office of Faculty Affairs

Electronic transcripts are accepted if released directly from Registrar to Chris.Mason@unthsc.edu.

COMPLETE THE APPOINTMENT PACKET

- Department/Institute** sends to **Faculty Affairs**: [Faculty Salary Tracking Form](#) (signed by department chair/institute executive director only)
- Department/Institute** sends to **Faculty Affairs**: [Faculty Contract](#) (signed by faculty member and department chair/institute executive director only)

APPOINTMENT

- HSC Employment** sends notification to **department/institute** to order [ePAR](#).
- Faculty Affairs** routes the appointment packet via DocuSign for signature approval and forwards a copy of the Appointment Letter to HSC Compensation & Position Management to complete the hiring process in EIS.

Faculty Affairs

Chris.Mason@unthsc.edu / 817-735-2623

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HSC Employment

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HSC Compensation

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Quality and Risk Management

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APPOINTMENT PACKET CHECKLIST

Faculty Name: _____ Rank: _____ Tenure Status: _____

Department/Institute: _____ Academic School: _____

Requested Start Date: _____ Major Responsibilities: _____

Choose at least 2 from Clinical, Teaching, Research, Service, Administration listing major first

Templates are located under [Forms](http://web.unthsc.edu/departments/facultyaffairs/) on the Faculty Affairs website: <http://web.unthsc.edu/departments/facultyaffairs/>

Please **EMAIL** scanned documents to Chris.Mason@unthsc.edu at least ten (10) business days prior to start date.

Please send as separate files. Do not send packet as one PDF document. Thanks!

Packet Items Received

Notes

_____ HR Faculty Recruitment Approval	_____
_____ Appointment Request Memo	_____
_____ Offer Letter (<u>Draft Offers need to be reviewed by Provost's Office before sending to candidate</u>)	_____
_____ Offer Planning Document (<u>Internal doc to plan for research/start-up funding primarily used with Non-clinical Offers</u>)	_____
_____ CV	_____
_____ Criminal History Check Form	_____
_____ Drug Screen Consent Form	_____
_____ Language Attestation Form	_____
_____ Credentialing Approval <ul style="list-style-type: none"> • Clinical: QM approval notification • Non-Clinical: Original Transcripts 	_____
_____ Faculty Salary Tracking Form	_____
_____ Contract	_____
_____ Order ePAR	_____