HIRING NEW FACULTY "AT A GLANCE"

Faculty Affairs: http://web.unthsc.edu/info/200129/faculty_affairs/1733/hiring_new_faculty
Please use the *Initial Faculty Appointment Checklist* to follow the process.

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, 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. ***Note:*** Centers and Institutes are not allowed to hire faculty or appoint rank but may hire faculty for staff positions. Faculty positions must be offered and initiated through a department by the department chair.
- 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 UNT Health Recruiter and 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: http://web.unthsc.edu/info/200129/faculty_affairs/1749/forms_for_faculty_appointment

The complete Appointment Packet should include:

- Initial Appointment Packet Checklist
- HR Faculty Recruitment Approval
- Appointment Request Memo from department Chair to Dean
- Offer Letter
- CV
- Letters of Recommendation
- Clinical Credential Approval from QM or Original Transcripts
- Contract with Appendix B

When Appointment Packet is complete:

- Appointment Letter is prepared and routed with Appointment Packet by Faculty Affairs to Dean, VP, Provost and President for approval
- Appointment Packet routed back to Faculty Affairs
- Faculty Affairs notifies the hiring department of Appointment approval
- Hiring department receives Appointment Letter and 2 copies of the Contract. ***Note:*** Original Appointment Letter for faculty member to sign and return to Faculty Affairs, 1 copy of contract for faculty member to keep and 1 copy for department files
- Faculty Member signs Appointment Letter and returns to Faculty Affairs. ***Note:*** Faculty member must return appointment letter within two weeks
- Copy of Appointment Letter sent to HRS by Faculty Affairs. ***Note:*** Prior steps must be completed to ensure new faculty member is added to payroll in a timely manner.
- HRS matches Appointment Letter to ePAR and position and enters into EIS for Payroll