



INITIAL FACULTY APPOINTMENT CHECKLIST

Faculty Affairs – Hiring New Faculty

RECRUITMENT

1. Offer Planning Document (OPD) or Clinical Planning Document (CPD) must be completed and approved by the chair, dean and/or COO prior to posting the position. Send it to FA to be routed to the Provost Office with the budget approval and justification to open the position. After selecting the candidate, complete the right side of the OPD/CPD and send it to FA to route it to the Provost Office.

1. a. International Visa (if applicable). If the candidate is working on an H-1B visa, the hiring manager should contact the International Services Office, to file an H-1B amendment petition packet. Move forward with Appointment Request and Offer only after visa amendment approval is received. The Offer Letter, Contract and FSTF cannot have an effective date before the visa amendment is approved and the candidate cannot have a faculty appointment or be paid as faculty until approved.

2. Hiring Manager (HM) contacts **Human Resources (HR)** and posts position through the Employment website (People Admin). Applicants apply online. Interviews are conducted and recommendation is made by the department Search Committee. Candidate is selected. Notify HSC Employment to close position (must be open for 5 business days). Log on to HSC employment website and mark selected candidate as “offer recommended”, and “hiring proposal”.

3. HR emails the Faculty Recruitment Approval to the **HM, Provost Office** and **Faculty Affairs (FA)**.

Do not proceed with Offer until Faculty Recruitment Approval is received.

4. HM sends **DRAFT Offer Letter**, **APPROVED OPD/CPD**, and candidate’s **CV** to **FA** to review and then approve to move forward. Offer Letter will be routed by **HM** to **Chair, Dean** and/or **COO** for signature approval.

5. HM sends **approved** Offer Letter, Language Attestation, Criminal History Check and Drug Screen consent forms to **Faculty Candidate** to complete and return to the **HM**. **Note:** This is a good time to communicate to the candidate that transcripts should be requested and clinical credentialing needs to be initiated (if applicable). **See Credentialing.*

6. HM sends to FA: signed Offer Letter, Language Attestation, signed Appointment Request Memo.
HM sends to HR: signed Criminal History Check and Drug Screen Consent forms.

7. HR will send notification to **HM** and **FA** when the background check and drug screen are completed.

***CREDENTIALING:**

Transcripts: All faculty candidates must request official transcripts from terminal degree university registrar, including doctoral and masters level if relevant to teaching. Copies of transcripts or transcripts issued to students cannot be accepted. If received in the department, do not open – bring to FA. **Official Transcripts** should be sent directly from Registrar Office to: UNT Health Science Center, 3500 Camp Bowie Blvd, Ft. Worth, TX 76107 Attn: Office of Faculty Affairs **Electronic transcripts** should be sent directly from Registrar to Deliz.olivoreyes@unthsc.edu .

Clinical Credentialing: In addition to Providing transcripts, clinical faculty must go through the clinical credentialing process. **HM** and candidate work with the **Quality & Credentialing (QC)** office to initiate the process. When credentialing is approved, **QC** notifies the candidate, HR and FA.

COMPLETE the APPOINTMENT

8. HM sends to **FA:** Faculty Salary Tracking Form (signed by department chair only)—**Department use only**

9. HM sends to **FA:** Faculty Contract (signed by faculty member and department chair only)

10. HR gets approval from **FA** to send onboarding invitation to new **faculty member** and **HM**

11. HR sends notification to **HM** to order **ePAR**.

12. FA creates the Appointment Letter and routes with the complete appointment packet via DocuSign for signature approval.
FA sends final approved Appointment Letter and Contract to **faculty member** and **HM**.

13. HM attaches **Appointment Letter** to **ePAR** to complete the hiring process.

Faculty Affairs

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Faculty Name: _____ Rank: _____ Tenure Status: _____

Department: _____ School/College: _____ Start Date: _____

Major Responsibilities: _____

List workload responsibilities based on FTE % with the greater FTE listed first and so on: Teaching, Research, Service, Clinical, or Administration

Hiring Managers - Please refer to page 1 of this checklist for more detailed instructions. Templates are located under [Forms](#) on the Faculty Affairs website. Please Email scanned documents to Deliz.olivoreyes@unthsc.edu as soon as you receive them throughout the appointment process. Please send as separate files not as one PDF document. Thanks!

Date Received	Packet Items
	Offer Planning Doc (OPD) or Clinical Planning Doc (CPD): Must be approved <u>prior</u> to posting the position
	International Visa: (If applicable)
	HR Faculty Recruitment Approval: HR emails notification to Hiring Manager, Faculty Affairs & Provost
	Offer Letter: Send DRAFT Offer letter, CV, signed OPD or CPD to Faculty Affairs for review/approval <u>prior</u> to sending to candidate. After draft offer is ok'd to move forward -Department Chair, COO (if applicable) and Dean sign offer letter <u>first</u> before sending to the candidate. When signed offer letter is received back from candidate-send to Faculty Affairs.
	Appointment Request Memo: Send to Faculty Affairs with signed offer letter
	CV: Send to Faculty Affairs with <u>draft</u> offer letter and OPD/CPD
	Criminal History Check and Drug Screen Consent Forms: Send to HR after candidate completes and returns
	Language Attestation Form: Send to FA after candidate signs and returns
	Transcripts: All faculty must request official transcripts from terminal degree Registrar Office be sent to Faculty Affairs
	Clinical Credentialing: (If applicable) Quality & Credentialing Office will notify once completed and approved
	Faculty Salary Tracking Form (FSTF): Department use only Department chair signs and dates FSTF.
	Contract: Hiring Manager sends to faculty candidate first, department chair signs second. Send to Faculty Affairs. All other signatures will be obtained when packet is routed for final approval
	Onboarding Notification FA will notify HR to move forward with Onboarding and will send notification to faculty
	Order ePAR Hiring Manager receives signed Appointment Letter and attaches to ePAR to complete the Hiring Process
Notes	Please send the candidate's email address to FA.