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| INITIAL FACULTY APPOINTMENT CHECKLIST [Faculty Affairs – Hiring New Faculty](https://www.unthsc.edu/academic-affairs/faculty-affairs/forms-for-faculty-appointment/) |
| RECRUITMENT |
| 1. Offer Planning Document (OPD) or Clinical Planning Document (CPD) the department completes the left side of the OPD/CPD and routes it to the Chair, Dean and COO (if applicable), and sends it to Faculty Affairs (FA) with the budget approval email and justification to open the position. FA will route the OPD/CPD to the Provost for approval. Once FA receives the OPD/CPD approved by the Provost, FA will send it to the department to post the position. |
| 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 the posting (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 to FA the OPD/CPD (use the same form the Provost approved on the left side to post the position) –complete the right side and routes it to the Chair, Dean and COO), send to FA to request the Provost approval. Once FA receives it approved by the Provost, FA will send it to the department to continue the hiring process. |
| 5. HM sends the DRAFT Offer Letter, and candidate’s CV to FA to review and request approval to move forward. After approved it, the Offer Letter will be routed by HM to Chair, Dean and/or COO for signature approval before send it to the faculty candidate. |
| 6. 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. |
| 7. 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. |
| 8. 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, EAD 402 B, Ft. Worth, TX 76107 Attn: Office of Faculty Affairs  Electronic transcripts should be sent directly from Registrar to [Deliz.olivoreyes@unthsc.edu](mailto: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 |
| 9. HM sends to FA: Faculty Contract (signed by faculty member and department chair only) |
| 10. Faculty Affairs request to HR 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 to HM. |
| 13. HM attaches Appointment Letter to ePAR to complete the hiring process. |

**Faculty Affairs** [Deliz.olivoreyes@unthsc.edu](mailto:Deliz.olivoreyes@unthsc.edu) [FacultyAffairs@unthsc.edu](mailto:FacultyAffairs@unthsc.edu)

## HR Employment

### [HSC Campus HR](https://www.unthsc.edu/administrative/human-resource-services/?utm_source=LinksApps&amp%3Butm_campaign=LinksApps)

### [Karen.Kuehn@unthsc.edu](mailto:Karen.Kuehn@unthsc.edu)

### [HRS.HumanResourcesOffice@untsystem.edu](mailto:HRS.HumanResourcesOffice@untsystem.edu)

### [HREmployment@untsystem.edu](mailto:HREmployment@untsystem.edu)

**International Services Office**[Leslie.Crosdale@unthsc.edu](mailto:Leslie.Crosdale@unthsc.edu) [international@unthsc.edu](mailto:international@unthsc.edu)

**Quality and Credentialing Office** [credentialing@unthsc.edu](mailto:credentialing@unthsc.edu) [Teresa.McKimmey@unthsc.edu](mailto:Teresa.McKimmey@unthsc.edu) Ninfa.Trevino@unthsc.edu

**INITIAL FACULTY APPOINTMENT CHECKLIST**

[Faculty Affairs – Hiring New Faculty](https://www.unthsc.edu/academic-affairs/faculty-affairs/forms-for-faculty-appointment/)

# 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

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|  | Packet Items |
|  | Left side of the Offer Planning Doc (OPD) or Clinical Planning Doc (CPD): The school route it to the Chair, Dean and COO; Faculty Affairs route it to the Provost. See instructions on page 1 |
|  | International Visa: (If applicable) |
|  | HR Faculty Recruitment Approval: HR emails notification to Hiring Manager, Faculty Affairs & Provost |
|  | Right side of the Offer Planning Doc (OPD) or Clinical Planning Doc (CPD): The school route it to the Chair, Dean and COO; Faculty Affairs route it to the Provost. See instructions on page 1 |
|  | Offer Letter:  Send DRAFT Offer letter, CV, to Faculty Affairs for review/approval prior to sending to candidate. After draft offer is ok'd to move forward -Department Chair, COO (if applicable) and Dean sign offer letter first 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 draft offer letter |
|  | 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 |
|  | 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. |