

## **Faculty Hiring Process**

### **Tenure-Track Regular Faculty**

1. When the department is ready to make an official offer, it sends the request to the Dean's Office and then to the Provost's Office for approval. The request should be accompanied by: 1) the Recommendation for Faculty Appointment Form, 2) the Request to Make an Offer Form, 3) a curriculum vitae, 4) and the English Competency Form (if the native language is not English).
2. The Provost's Office sends the Request to Make an Offer and accompanying documents to OED. OED approves the offer and sends an e-mail containing the position title and number that has been approved to the Provost's Office. OED distributes copies of the approved documents to the appropriate departments.
3. The official appointment letter is produced and mailed by the Provost's Office.
4. When the offer is accepted, the Provost's Office sends the original signed appointment letter to the department head. If the offer is rejected, the department may request approval from the dean and the provost to offer the position to another candidate. Steps 1, 2, and 3 are repeated for new offers.
5. The department contacts the new faculty member to communicate information about joining the department and informs the candidate of the steps required to complete the hiring process. The department or new faculty member contacts Human Resources at (865) 974-1927 to schedule a New Employee Orientation session.
6. The department prepares the initial hire/rehire form and forwards it along with the original signed acceptance letter and the curriculum vitae to the Dean's Office for signature.
7. The Dean's Office then submits all documentation to Human Resources.
8. HR enters the new hire information into IRIS after the faculty member has attended orientation and completed the necessary hiring documents. This entire process must be completed before the new faculty member can receive a check from the university.

### **Non-Tenure-Track Faculty on Regular Appointments (Lecturers, Clinical, Research, etc.)**

1. When the department is ready to make an official offer, it sends the request to the Dean's Office and then to the Provost's Office for approval. The request should be accompanied by the appropriate hiring documents, 1) the Recommendation for Faculty Appointment Form, 2) a job description, 3) a curriculum vitae, 4) the English Competency Form (if the native language is not English) for teaching faculty, 5) and a record of the faculty vote for research, clinical, and adjunct professors.
2. The offer letter is produced and mailed by the Provost's Office. The candidate signs and returns the acceptance letter to the Provost's Office. The Provost's Office forwards the original signed acceptance letter to the department head and a copy of the signed letter to OED.

3. The department contacts the new faculty member to communicate information about joining the department and informs the candidate of the steps required to complete the hiring process. The department or new faculty member contacts Human Resources at (865) 974-1927 to schedule a New Employee Orientation session.
4. The department prepares the initial hire/rehire form and forwards it along with the original signed acceptance letter and the curriculum vitae to the Dean's Office for signature.
5. The Dean's Office then submits all documentation to Human Resources.
6. HR enters the new hire information into IRIS after the faculty member has attended orientation and completed the necessary hiring documents. This entire process must be completed before the new faculty member can receive a check from the university.

### **Non Tenure-Track Regular Faculty (Continuations)**

1. HR provides departments with a blank spreadsheet and the department indicates on the spreadsheet those individuals to be continued on the basis of performance evaluation and submits the spreadsheet to the college. The college returns the spreadsheet to HR for preparation of a continuation letter.
2. This spreadsheet is for the preparation of continuation letters only. Any changes in pay or terminations must be routed through the appropriate channels.
3. HR prepares and sends the continuation letter.

### **Non Tenure-Track Faculty on Term Appointments or Term Continuations**

1. The department sends the request to the Dean's Office and then to the Provost's Office for approval. The request should be accompanied by the appropriate hiring documents.
2. The offer letter is produced and mailed by the Provost's Office. The candidate signs and returns the acceptance letter to the Provost's Office. The Provost's Office forwards the original signed acceptance letter to the department head and a copy of the signed letter to OED.
3. The department prepares the initial hire/rehire form and forwards it along with the original signed acceptance letter and the curriculum vitae to the Dean's Office for signature.
4. The Dean's Office then submits all documentation to Human Resources.