**College of Science and Technology  
Hiring Process for Hiring Faculty**

This document outlines the process for filling a vacant faculty position from a faculty resignation or retirement as well as allocation of new faculty line. Visiting instructor positions may skip some steps in the process. Department head should work with their department administrative staff as well COST administrative team to help complete the process.

1. Initiate discussion with Dean for approval to conduct search
2. DH prepares a Memo to Provost through Dean to post and fill the position
3. Provost and Dean Approval is received
4. Prepare job posting advertisement
   1. Get Dean’s approval of advertisement
   2. Obtain Employee Services approval of advertisement
   3. Receive Purchasing approval of advertisement
5. Submit the requisition to post the position in Workday
   1. Select your Interview Committee and Review the Candidates
   2. Post advertisement and receive applicants for position
6. Narrow your candidates and begin Interviews
7. Final Candidates are formally brought in for interview with Committee, Dean and Faculty Affairs
   1. At least one week prior to interview, send to Faculty Affairs and Dean the Job posting from WorkDay, Vita, and Unofficial Transcripts (must have Conferral Date)
   2. Work with Dean’s Office and ACAFF to schedule time for interview - <https://www.tarleton.edu/cafa/documents/procedure-for-scheduling-an-interview-candidate.pdf>
8. Discuss final candidates with dean
9. DH prepares a Memo to Provost through Dean Requesting to Hire the candidate
   1. Include Title, Salary, Faculty Effort Distribution, Moving Allowance, Tenure status and time towards tenure
10. After Approval is received, make the verbal or written offer to candidate.
    1. If you negotiate new salary or other options, seek dean Provost approval before notifying candidate of approved changes
    2. All changes require additional approval from Provost and Dean before the hiring process can begins via a revised memo
11. DH sends a LOF to Candidate for signature accepting the offer
12. Signed LOF sent to the Dean’s Office
    1. the Dean’s office will forward to Academic Affairs (aaffairs@tarleton.edu)
13. Faculty Affairs send an official appointment letter to new faculty member
14. Official Transcripts on all degrees earned with Conferral Date have to be sent to Faculty Affairs

<https://www.tarleton.edu/cafa/documents/requesting-official-transcripts.pdf>

1. After the offer is accepted work with Employee Services to close the position and notify other candidates not selected
2. Employee Services starts the hiring action in Workday based on the Provost Approval memo

Note: Dr. Taylor or other staff will interview all candidate for faculty positions  
Note: Dr. Murray will interview any positions with Administrative Appointment (Department Head or higher)