FACULTY HIRING WORK FLOW - Applicant Selected

Always download forms from [http://dof.tamu.edu/DOF-Forms](http://dof.tamu.edu/DOF-Forms) - do not save versions due to frequent changes.

**Forms**
- Offer Letter signed by dept head and applicant
- Appropriate Tenure / Non-Tenure form
- Criminal Background Check form - give page 2 to applicant
- Approval to Hire Faculty Member information entered through the DoF Portal
- New faculty start up requests entered directly into the portal
- Enter ALL degrees & 6-digit TX CIP code into the DoF Portal for credentialing purposes

**Applicant**
- Sign Tenure / Non-Tenure Form
- Curriculum Vitae
- Page 2 of Criminal Background Check form - watch email for further instructions
- Transcript/Degree Verification form
- Selective Service Registration Status form, if applicable (male only)

**Submit**
- Upload all required forms and information into the DoF Portal
- Include a cover memo to address any pertinent idiosyncratic issues
- "Submit" the documents, which in turn sends to the Dept Head for electronic signature
- Dept Head signs and submits to College Dean for review and signature

**Post-Hire**
- Department retains final copies of hire from DoF Portal
- Sr. Admin Coordinator will return DoF approved copies back to faculty member and HR for record keeping purposes.
- If the applicant's actual start date ends up not being the same as shown on the Approval to Hire form, must initiate an "After Hire" in the portal.

For questions about the DoF Portal or any of the hiring steps, please contact Ext. 4403.

[Click here](#) to return to Faculty Hiring