FACULTY HIRING WORKFLOW - Applicant Selected

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

Dept

- Offer Letter signed by dept head and applicant (after CAO approves offer letter)
- Appropriate Tenure / Non - Tenure form
- Criminal Background Check form - give page 2 to applicant
- New faculty start up requests entered direclty into the DoF 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

- Once the final applicant has accepted the offer, disposition to "Hire" in Interfolio which will feed to the DoF Portal.
- In the Portal, under the Applicant Tracking Logs, find the finalist and click on "Hire"
- Input all information and upload all required forms into the DoF Portal
- "Submit" the documents, which in turn sends to the Dept Head for electronic signature
- Dept Head signs and submits to College Level for review and signature

Post-Hire

- Department retains final copies of hire from DoF Portal
- Executive Assistant 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 or any other substantial change, must initate an "After Hire" in the DoF Portal - coordinate with College Administrator before initiating the process
- TAMUG HR to begin the Workday onboarding process

Department Administrator may wish to utilize the Faculty Hiring Checklist as step-by-step tool.

For questions about the DoF Portal or any of the hiring steps, please contact the College Administrator at x4403 or bishopc@tamug.edu.

Click here to return to Faculty Hiring