

FACULTY HIRING WORKFLOW – Initiating a Faculty Search

Note: Dept Heads to meet bi-annually in September & March to discuss departmental hiring needs with the CAO. Tactical hires may be requested outside of this process (ie: part time Lecturer to teach a course).

AHM

- Complete the [Faculty Position Request Form](#)
- Submit two weeks in advance of AHM designated for this
- AHM will meet and dept heads will vote to recommend positions to the CAO
- Once approved by the CAO, form your search committee, outline the position details and initiate the PAR process

PAR

- Complete the Description of Need on PAR - *be as descriptive & detailed as possible*
- Proposed initial monthly salary and appointment term
- Attach copy of Faculty Position Request form from step one above
- Attach a position description of the academic roles and responsibilities

STRIDE

- Attach the names of the search committee members, indicating who is chairing (members should be diverse) **-OR-**
- Justification for search waiver - **extenuating circumstances only** - *requires prior discussion and authorization from the CAO*
- STRIDE Training is required to serve on a search committee (good for 2 years)

Submit

- Follow the [PAR Form Cycle](#) for routing
- Approved PAR will be returned to Dept Head, HR and the College Administrator - do not place any advertisements until confirmation is received via email from the DoF and/or College Administrator
- Initiate "Create Position" process in Interfolio upon receipt of approved PAR; refer to Create Position in Interfolio Workflow

For questions pertaining to the Initiating a Faculty Search Stage or any stage of the hiring process, please contact the College Administrator at x4403 or bishopc@tamug.edu.

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