

Full-Time Faculty Hiring Process

Administrative site: <https://jobs.untsystem.edu/hr/>

Applicant site: <https://jobs.untsystem.edu/>

Full-time faculty postings are different from adjunct postings in that each position has a specific position number. Therefore, a single position number is utilized for a vacancy. Full-time faculty postings require a Search Committee and are generally posted nationally.

1) Approval Process:

- a. Program Coordinator obtains approval from the Dean for a faculty position.
- b. Dean reviews and approves posting draft prior to submitting to the Office of the Provost for posting.
- c. Engage the department's respective HR Business Partner early in the process if there are reclassification needs, multiple openings for the exact job description or the need to post a future vacancy with changes before the current incumbent terminates.

2) Search Committees Process:

- a. A Search Committee is required for full-time faculty postings.
- b. Identify Search Committee Chair and Search Committee Members.
- c. Each committee member should complete training prior to engaging in the hiring processes and training is effective for 2 years from the training completion date. Search Committee Training dates and registration can be located in UNT Bridge. Contact HR@untdallas.edu for inquiries.
- d. Develop search criteria in accordance with the search training and Office of the Provost guidelines.

3) Posting Process:

- a. Academic Affairs in cooperation with the Dean's Office will create the faculty posting(s) in PeopleAdmin, including:
 - i. Position Details (Position Information)
 - ii. Preferred Qualifications, if applicable
 - iii. Supplemental Questions, if desired
 - iii. Applicant Documents
 - iv. Guest User(s)
 - v. Applicant Reviewer(s) – Generally Search Committee Chair
 - vi. Search Committee Members, required
- b. Posting routes to the Department Head/Chair (Dean) for review and approval.
- c. The Department Head/Chair (Dean) will review for accuracy and submit any necessary revisions to the Office of the Provost.
- d. Once any necessary revisions are completed or if revisions are not necessary, Department Head/Chair (Dean) will approve posting and move it to Talent Acquisition, using the status, "**Approve (move to TA/Academic Resources)**."
- e. Talent Acquisition will review posting. If revisions are needed, Talent Acquisition will push the posting back to the original initiator for revisions and the approval process starts over. If approved, Talent Acquisition will post to the applicant site.

- f. Once posted, the Initiator, Department Head/Chair (Dean) and Administrative Coordinator should be notified via an automated email from PeopleAdmin.

4) Applicants Apply:

- a. All applicants must apply through the Applicant Tracking System (PeopleAdmin) and all materials must be supplied through the system to be considered.
- b. The Search Chair notifies campus Talent Acquisition to close the posting when a hiring decision has been made and the department is no longer recruiting.

5) Selection Process:

- a. The online applications and required documentation will be reviewed by the Search Committee.
- b. From the original list of applicants, the Search Committee creates a short list, generally totaling 5-8.
- c. Virtual screening interviews are conducted with the short-list candidates.
- d. Following the virtual screening interview, the Search Committee will pick the top 2-3 candidates.
- e. Finalists are invited to campus for an in-person interview.
- f. The Search Committee makes a recommendation to the Dean.
- g. The Dean discusses the recommendation with the Provost. If the Provost agrees, then Dean makes a verbal offer.
- h. Candidate should be dispositioned (moved to the status within their application) in the PeopleAdmin to reflect the status:
 - i. Under Review
 - ii. Phone Screen, if applicable
 - iii. Interviewed, if applicable
 - iv. Finalist, if applicable
 - v. Interviewed, Not Selected – Emailed at Filled
 - vi. Not Selected – Email Now OR Not Selected – Emailed at Filled
- i. Once a candidate is selected for hire, the **Search Committee Chair (under the User Group of Applicant Reviewer), or other designated Applicant Reviewer** will change the applicant status to **Recommended for Hire**.
- j. The Office of the Provost will create the offer letter and route it to the Provost for review and signature.
- k. The Office of the Provost will review candidate's records to determine if a criminal history check (CHC) is required, in consultation in with Talent Acquisition.
 - i. New Hires - Background checks are required for all new hires.
 - ii. Rehires terminated in EIS (not showing as actively employed) – Background checks are required. Contact campus Talent Acquisition representative if there is an inquiry.
- l. The Office of the Provost will immediately email the offer letter and Criminal History Check form to the candidate, as applicable.
- m. **A signed copy of the letter (including all pages) must be returned to the Office of the Provost.**
- n. The Office of the Provost will forward the completely signed offer letter and Criminal History Check (CHC) form to the campus Talent Acquisition representative.
- o. Office of the Provost will create the hiring proposal.

6) Onboarding and Payroll Process:

- a. Once the faculty member is cleared for onboarding, the faculty member will receive an onboarding email from HREmployment@untsystem.edu. Background clearance is required prior to work commencing. Onboarding should be completed prior to starting.
- b. Talent Acquisition will forward a “New Employee Notification” to the Hiring Manager and Office of the Provost with detailed instructions, including I-9 requirements.
- c. Once the faculty member has completed the online onboarding and the I-9 verification process, as applicable, the department can then submit an ePAR with the signed letter attached.
- d. The ePAR will be approved by the Dean, Provost, Budget, Human Resources.
- e. Departments should also wait for ePAR clearance from HR Records to enter ePARs for the Fall semesters.
- f. Talent Acquisition will change the applicant status to **Hired** after the ePAR has finalized.

7) Faculty Credentials:

- a. The applicant is required to submit an official transcript of their last degree awarded or all applicable degrees to the Office of the Provost. **Transcripts need to be received no later than 7 days before start date.**
- b. The Faculty Member will be responsible for uploading their syllabi into the Faculty Information System (FIS). The link and pertinent deadline information to upload these materials can be found on the HB2504 Resources website: <https://www.untDallas.edu/provost/academic-affairs/hb-2504-resources.php>
- c. If the Full-Time Faculty member is new, has received a new degree, or has changes to what is currently on file the department must complete and send in the Faculty Credential Summary and Justification form found at <https://www.untDallas.edu/provost/academic-affairs/processes-procedures.php> to the Office of the Provost at Provost@untDallas.edu.

8) Resources:

- a. Office of the Provost – Provost@untDallas.edu
- b. PeopleAdmin Training and Resources - [PeopleAdmin \(untDallas.edu\)](https://www.untDallas.edu/peopleadmin)
- c. Dallas Campus Human Resources - [Human Resources \(untDallas.edu\)](https://www.untDallas.edu/humanresources)
- d. Talent Acquisition General Inbox - HREmployment@untsystem.edu

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