

Texas A&M International University Guidelines for Faculty Searches

1. Department Chair develops the faculty requisition to post the vacancy via TAMIUWorks for routing and approvals.
2. If the requisition is approved by the provost, dean, in consultation with the department chair, appoints a search committee and committee chair. Committee chair arranges for a representative from Human Resources (HR) to attend the first search committee meeting to explain the hiring process, guidelines of the search, and confidentiality.
3. If you plan to advertise externally route the **Faculty Advertisement Position Form** through department chair, dean, and provost. If approved, Provost's Office will send copy of approval to the committee chair, dean and will send the original to HR. HR will provide the approved ad to the Purchasing Department. Work with the Purchasing Department to generate a requisition, and have the ad placed. The hiring department is responsible for the cost of placing the ad.
<http://www.tamtu.edu/provost/forms.shtml>
4. Committee receives applications and documents from candidates via TAMIUWorks.
5. Committee reviews applications, conducts screening, and develops short list of candidates.
Finalists must have 18 graduate hours for every field in which they will teach.
6. Committee determines protocol for reference checks, establishes suggested questions, assigns reference checks to committee members, and determines time line. Committee selects up to 3 finalists. Committee chair submits finalists' files to the Dean for pool approval.
7. Upon Dean approval, committee chair issues invitations to candidates to interview and submits the **Faculty Interview Request Form**.
<http://www.tamtu.edu/provost/forms.shtml>

Requests should include estimates of costs, lodging, transportation, meals, etc. Committee chair makes travel arrangements for finalists by means of **Faculty Travel Estimation Form**.

<http://www.tamtu.edu/provost/forms.shtml>

NOTE: the two forms listed above must be approved by the provost prior to interview date.

Use State approved travel agencies; do not allow candidate to purchase tickets; use university credit card or CBA.

8. Committee establishes interview schedule (dates of visit, meetings with committee, dean, faculty, etc.), establishes suggested questions, and prepares evaluation sheets for feedback from those participating in the interview process (strengths, weaknesses, additional comments).
9. Committee chair distributes evaluation sheets to those participating in the interview process with set date for return to chair of search committee and then collects evaluation sheets by set date. Committee considers all input, deliberates as necessary, and then votes on each finalist. Chair

submits results to the dean. Strengths and weaknesses should be identified, and finalists will be rated as acceptable or unacceptable. Finalists will not be ranked.

10. Dean reviews committee's recommendations, personally makes reference checks, conducts an internet search, and confirms that finalists meet all SACS requirements before making a recommendation to provost. Dean informs search committee chair of his/her recommendation. Chair reminds finalists that transcripts are required to be received in the Provost's Office directly from each degree-granting institution prior to the first date of employment.
11. If immigration services are needed, contact the Office of Human Resources.
12. Dean prepares and submits draft letter of appointment to provost for approval.

When approved, Provost's Office sends original letter and one copy to the finalist. Finalist signs and returns letter of appointment to the Provost's Office by the due date.

13. Provost's Office distributes copies of signed letter of appointment to department chair, dean, and HR. Search is closed. The search committee chair or department chair updates applicants' status in TAMIUWorks for HR to generate the **Applicant List** to distribute to the Provost Office.

Additional Notes:

The Provost interviews candidates at level of Assistant Professor – Professor. Interviews will not exceed thirty minutes and should be scheduled after the department chair and dean have conducted their interviews.

The Dean's Office is responsible for advertising (external), lodging, and meals for all candidates. The cost of the airfare is provided by the Office of the Provost.

Application, CV, and reference letters will be obtained by the Provost's Office via TAMIUWorks.