

Full-Time Faculty Hiring Process

This document is designed to supplement the Faculty Recruitment Flowchart with more detailed information about the steps needed to advertise open faculty positions, evaluate candidates, and complete the on-boarding process for new faculty members. The forms and documents needed can be found on the Office of the Provost website on the “Forms and Documents” page (<https://provost.catholic.edu/forms/index.html>).

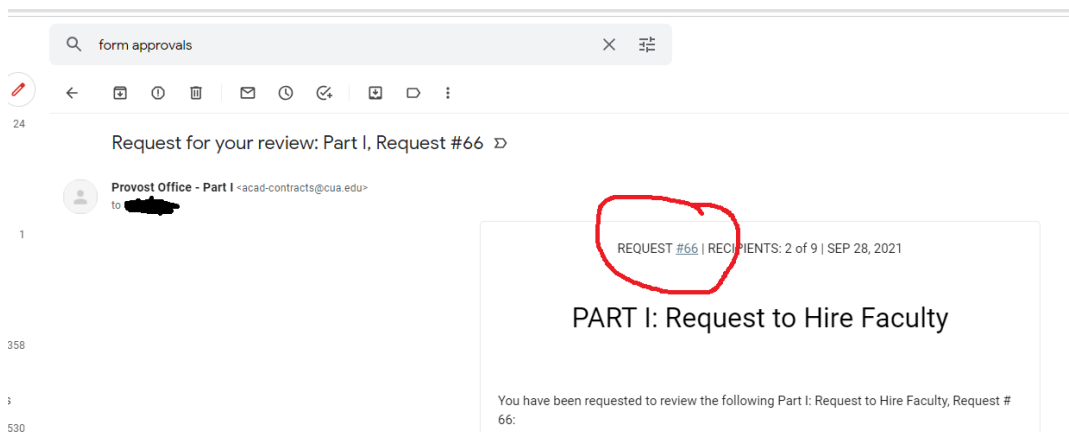
Also for more detailed information regarding the initial appointment to the faculty consult the [Faculty Handbook](#) II-C-6.

Initial Step: Submit the “Part I - Request to Advertise for Faculty” form

Purpose: the Part I is used to provide the initial justification, funding/budget information, and position profile in order to request the Provost’s permission to initiate a comprehensive search for a new faculty hire. The Part I should include the 8-digit position number if there is an incumbent leaving that position.

The program (that is, the School or Department) should begin the process by completing the [Part I form](#). There is a separate [FAQ document](#) for using this form that describes the process for submitting and approving the form. The form requires 4 attachments: (1) the proposed funding plan, (2) the proposed advertisement, (3) the proposed recruiting strategy, and (4) the supplemental responses to explain how this particular hire is justified. Templates for these attachments are on the “Forms and Documents” page.

Once the Part I has been approved by the Office of the Provost, the person who submitted the form will receive an email notification, indicating that the Part I was approved and including any notes from the Provost or the Academic Budget Office. *NOTE: any of the people involved in submitting or approving the form are able to check on the status of the Part I by using the blue numbered link (Request #__) on the email as shown:*



The program will then need to finalize the advertisement (if any changes are needed) and submit it to Kevin Ball (ballkj@cua.edu), who will post it on the Office of the Provost “[Faculty Positions](#)” page. (A template for the advertisements can be found on the “Forms and Documents” page.) The School or Department is responsible for any additional costs associated with advertising this position and also for garnering and evaluating candidate submissions.

Second Step: Candidate Evaluation

As the program selects finalists based upon submitted materials (before conducting in-person interviews), they will submit these finalists for recommendation to the Provost. The Provost will evaluate the finalists in consultation with the University President. The program will proceed with interviews / campus visits for the finalists, including an interview with the Provost (if possible). These interviews should be scheduled with the Office of the Provost as far in advance as possible, and the Provost will want to review the CV and mission statement of the candidate(s) before the interview.

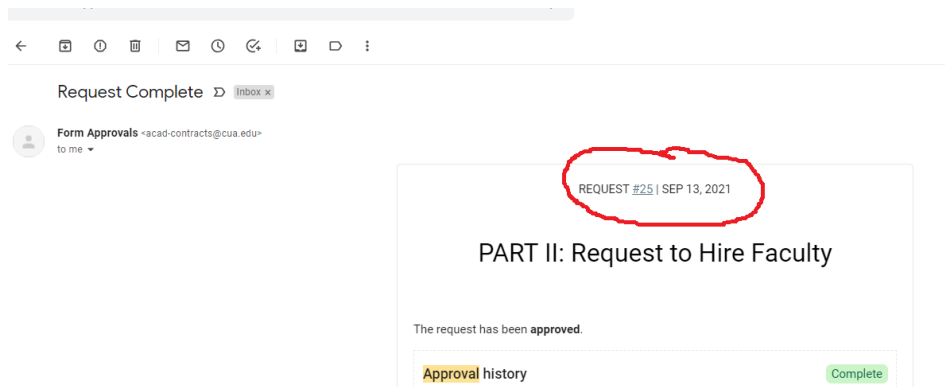
Third Step: Selecting the Finalist

Once the program has selected their top candidate, they submit the candidate to the Provost for approval, in consultation with the University President. If the President and Provost approve, then the program needs to informally negotiate the terms of an offer with the candidate.

Fourth Step: Submitting the “Part II - Request to Hire Faculty” form

Purpose: the Part II form is the supplement to the Part I form, finalizing the hiring approval for the particular candidate selected. The Part II should include the correct Part I request number and the position number that this faculty hire completes.

At this point, the program will need to submit the Part II form, which also can be found on the “Forms and Documents” page. In order to submit the Part II, the finalists’ CV, draft offer letter from the school, and the funding source org report and salary spreadsheet need to be uploaded to the form. Again, anyone who submitted or approved the form will be able to check on the status using the link (Request # __), as shown below:



Once the Part II has been approved, then the draft offer letter from the School can be revised (if needed), in consultation with the Office of the Provost. This final offer letter can be sent to the candidate after Provost approval. *Please do not send the offer letter to the candidate until after the Part II is approved AND the draft offer letter has been reviewed by the Office of the Provost.*

Final Step: Onboarding the New Faculty Member

The program will need to collect the following documents from the candidate and send them to Kevin Ball (ballkj@cua.edu): (These forms can be found on the “Forms and Documents” page.)

- New Employee Personal Data Form
- Form 1-A: Appointment to the Faculty: Section I - Application
- School Offer Letter - signed by the candidate
- Official Transcript (sent directly to CUA from the highest-degree granting institution)

The program will also need to submit the following:

- Form 1-A: Appointment to the Faculty: Section II - Appraisal(s), if needed
- Form 1-A: Appointment to the Faculty: Section III - Evaluation
- Form 1-A: Appointment to the Faculty: Section IV - Record of Votes (including the votes of the faculty of the school/department according to the requirements of the *Faculty Handbook* and summarized on the [Reference Chart](#))

The Office of Human Resources will contact the new faculty member with information about a mandatory background check. If the new faculty member is not a US citizen, the program may need to work with the [International Student and Scholar Services](#) office and submit [this form](#). CUA credentials and access to technology systems are not available more than 30 days in advance of the start date.

New faculty members beginning in the fall semester are required to attend the New Faculty Orientation sessions hosted by the Office of the Provost. These sessions are generally held during the week prior to the beginning of the fall semester.

Other important resources for the new faculty member:

- Office of Human Resources’ onboarding website:
<https://humanresources.catholic.edu/resources/new-hire-faculty-onboarding.html>
- Technology Services:
<https://technology.catholic.edu/index.html>
- Faculty Handbook:
<https://policies.catholic.edu/faculty-staff/faculty/index.html>

Questions about this process can be directed to:

Kevin Ball, Manager of Faculty/Staff Contracts and Operations, Office of the Provost