

Academic Non-Tenure-Track (NTT) Faculty Appointment Packet Checklist

Unit Responsible	Completed	Step
CLAS	_____	Dean notifies Chair of approval for new hire. During the normal hiring notification cycle, this occurs at the end of summer or beginning of fall semester.
Dept.	_____	<i>For NTT hire outside the usual hiring notification cycle: Academic Hiring Request form completed and forwarded to CLAS-HR for approval. CLAS will notify the department when the hire has been approved by the Provost and the search process can begin.</i>
Dept.	_____	After receiving approval for a search (via normal hiring cycle approval or academic hiring request), select department search committee . Search committee members must complete OEO training. Search committee works with Chair to draft job advertisement and complete OEO forms, as needed.
Dept.	_____	Chair reviews information on the faculty hiring process on the Office of Equal Opportunity (OEO) website and completes any necessary paperwork.
		Create job advertisement:
Dept.	_____	Department drafts the job advertisement. Associate Dean for Faculty affairs reviews, potentially requires revision, and approves the job advertisement.
Dept., CLAS & HR	_____	Department forwards (a) the job description (duties and qualifications from the job advertisement), (b) the Position Action Request (PAR) form, and (c) approved Academic Hiring Request form (if required) to CLAS-HR . CLAS-HR will forward to the Talent Management Consultant (TMC) for review and approval. This job description and hiring information is posted in Cornerstone. Once the job ad is posted for review, the TMC will send the department an email with the requisition number and notification that the ad is available in Cornerstone for review (under Recruit section). After reviewing the job ad post on Cornerstone, the department approves (or requests revisions) the ad to be posted on the WayneTalent.
Dept.	_____	Distribute the full job advertisement (expanded version not used for the WSU job site) to various outlets (e.g., professional organizations) consistent with the recruitment strategy.
Dept.	_____	Chair meets with Associate Dean for faculty affairs before candidates are invited to campus to discuss the hiring process (i.e.,

candidate visits), job offer (i.e., salary, moving expenses), and sponsorship (international resident).

Dept. _____ Identify the finalists, following bylaws for search committee, and bring top three (3) candidates to campus for final interviews. Be sure to schedule a meeting between the Dean/Associate Dean and each candidate.

Selection:

Dept. _____ Usually, the department selects final candidate. However, Chairs should consult with the Dean's Office before making their decision to ensure no issues of concern arose during interviews with the Dean/Associate Dean.

Dept. _____ Department Chair consults with Associate Dean of faculty affairs about the offer and negotiation process for the final candidate. Approval given by the Associate Dean. Verbal offer made to the final candidate by the Chair, **pending completion of a background check and onboarding**. Verbal offer from Chair should be followed with email offer to the candidate.

Dept. _____ Once the final candidate accepts the verbal offer, the Chair emails a memorandum of the terms of the job offer to the Associate Dean for faculty affairs. Ideally, the Chair should receive a summary of the terms of the offer from the Associate Dean for faculty affairs. The Associate Dean forwards the summary of the terms of offer to CLAS-HR.

Dept. _____ **Chair's Recommendation Letter** is completed by Department Chair and approved by the Dean. The departments send the recommendation to [CLAS-HR](#) for Dean's approval (in process of developing Attestation in SmartPath). The CLAS-HR copies the Associate Dean for faculty affairs with approval. Department must add to the bottom of the recommendation:

I concur with the above recommendation.

Stephanie Hartwell, Dean
College of Liberal Arts and Sciences

CLAS _____ CLAS-HR drafts of the letter of offer (LOO) and the WSU Employment Agreement. If not already received, CLAS-HR will also request the Chair's Recommendation Letter at this time. CLAS-HR obtains the Dean's signature on the LOO, employment agreement,

and Chair's Recommendation Letter, and returns these documents to the Department to be uploaded in SmartPath.

All faculty hires must be completed in [SmartPath](#):

Dept.	_____	CV of final candidate.
Dept.	_____	External reference letters. The department must provide three (3) current (within one year) letters of reference. For all appointments, reference letters must be from outside the university (external). Reference letters should address Research, Teaching, and Professional/Creative activities. per the Department's performance expectations for the NTT position.
Dept.	_____	Chair's Recommendation Letter.
Dept.	_____	Official transcript should be requested (will not delay approval process in SmartPath if it is not available).
Dept.	_____	Salary justification.
Dept.	_____	Internal posting announcement.
Dept.	_____	WSU on-line hiring system (OHS) application.
Dept.	_____	OEO Non-Tenure-Track Faculty Hiring Plan: Complete the form and get Dean's Office approval. Be sure to include copies of CVs of seriously considered candidates and semi-finalists, as you will have to upload this into the OEO system. Upload a copy of the document.
Dept.	_____	Once the Department materials are uploaded in SmartPath, the Chair reviews the binder and approves it to move forward. This step has two parts that must be completed: (a) approval and (b) attestation.
Varies	_____	Then, SmartPath review and approval of the hiring binder proceeds in this order: CLAS-HR; CLAS BAO; Associate Dean of faculty affairs; and Dean.
Candidate	_____	After all approval steps in SmartPath are complete, the candidate is forwarded an email to review and accept/decline (attestation) the LOO.

Onboarding (done outside of SmartPath):

- Background check request form
- Signed and dated CV of new hire

- Official transcript (if not uploaded in SmartPath yet)
- I-9 form
- New employee documents (e.g., benefits)
- Work authorization (WAR), if international hire

Details to know for international hires:

- Send signed LOO to International Students and Scholars (OISS) with non-H1 visa packet to start processing.
- An I-9 and WAR will also need to be completed by the candidate **after** he/she arrives in the U.S.
- Once the candidate arrives in the U.S., the Department should start the Permanent Residency (PR) process. A delay in this could cause a significant increase in expenses and/or loss of employment for the candidate.
- If no terminal degree (e.g., Ph.D.) at the time of processing, the candidate's job classification will be "Instructor." Once the degree is confirmed, the job classification will be changed to "Assistant Professor - Teaching" (or Research or Clinical instead of Teaching).