# Tenure Track Faculty Recruitment Forms and Procedures

Contact Stephanie Ludemann, Employment Administrator (x3306), or Austin Cooper, Faculty Information Analyst (x3915), for assistance with the recruitment process. Coordinate with appropriate Dean’s office for college-specific instructions.

## Stage 1: Make A Request To Recruit

1. **Department Chair:** After consulting with the dean, complete and route the **Request To Recruit E-form.**
   **Important:** Save the email notification of this form once submitted. You will have to copy and paste the URL link when you submit a **Request To Make Offer of Employment E-form** later in the hiring process.

2. **Department Chair:** Contact the Equal Opportunity Office (x3307) to schedule an EO briefing for the search committee.
   **Important:** Once approvals are completed, HR will lock the **Request to Recruit E-form** and post the position on the Employment Website, at which time departments may begin advertising.

## Stage 2: Review Applications

3. **Search Coordinator/Department Chair:** When ready to screen applications, send the Instructions for Viewing Online Applications and the Evaluation Matrix Template to search committee members.

4. **Search Coordinator/Department Chair:** After the search committee determines the applicant dispositions and identifies finalists and alternates, enter dispositions into EASE using the Entering Disposition Instructions.
   **Important:** Dispositions must be specific and correspond with the posted qualifications, e.g. “Lacks appropriate degree.”

## Stage 3: Request Approval To Interview

5. **Department Chair:** After consulting with dean, complete the **Request to Interview E-form** and route to appropriate offices.
   **Important:** Interviews are not to be arranged until all approvals are completed. When HR locks the **Request to Interview E-form**, the department will receive an email confirmation that the approval process is complete, at which time the department may arrange interviews.

6. **Search Coordinator/Department Chair:** After completing all interviews, update the dispositions of the finalists and any alternates in EASE.
   **Important:** Dispositions must be specific and related to the interview; e.g. “Poor communication skills; less targeted experience.”

## Stage 4: Request Approval To Make Offer

7. **Hiring Department:** Conduct reference checks on the finalist(s).
   **Important:** Offers of employment must not occur until reference checks are completed.

8. **Department Chair:** After negotiating with the candidate of choice and consulting with your dean, begin a Tenure Track Letter of Offer and provide a hyperlink to your unit evaluation plan in the appendix. Attach the letter to the **Request to Make Offer of Employment E-form.** Complete the **Request to Make Offer of Employment E-form** and route, along with attachments, to the appropriate offices.

## Stage 5: Finalize Hiring Process

9. **Dean’s Office:** Once the **Request to Make Offer of Employment E-form** is locked, prepare final Letter of Offer and Faculty Startup Grid and email both documents to Austin.Cooper@wwu.edu.

10. **Provost’s Office:** Print both documents on provost letterhead and obtain the provost’s signature. After both documents are signed, contact the department to let them know that the documents are available for pickup at the Provost’s front desk.

11. **Department Chair:** Sign Letter of Offer and Startup Grid and forward to dean.

12. **College Dean:** Sign Letter of Offer and Startup Grid and mail or walk the forms over to the Provost’s Office.

13. **Provost’s Office:** Mail Letter of Offer with enclosures listed in the letter’s appendix to new faculty hire.

14. **Hiring Department:** Complete the A-33 Moving Assistance and Acknowledgement Form with the agreed upon choice of moving assistance option, and send to candidate for review and signature. Provide a self-addressed, stamped envelope so the candidate returns the signed A-33 Form directly to the department (not to the Provost’s Office).

15. **Provost’s Office:** After receipt of the signed Letter of Offer from the new faculty hire, email a copy of the letter and startup grid to the college and department.

16. **Hiring Department:** Complete and route Personnel Action Form for new faculty hire.

17. **New Faculty Hire:** Sign and return A-33 Form to Hiring Department and visit the Human Resources Office – Humanities Room 203 – to complete the following paperwork that was included in the Letter of Offer: I-9, Affirmative Action Data Form, W-4, Employee Information Form, Criminal Conviction Authorization Form, and Measles Immunity Report.
   **Important:** Documents must be completed prior to contract start-date, which is usually earlier than the first day of classes.