



Faculty Hiring Checklist

A Pilot Program for Faculty Search, Recruitment and Selection

TCU Academic Affairs prioritizes recruiting, retaining and advancing diverse faculty and leadership through inclusive excellence search practices, professional development, research grants, postdoctoral fellows and other initiatives.

The Faculty Hiring Checklist is a pilot program managed by the Office of the Provost. Refer to the [website](#) for additional information, FAQ, examples, and to provide feedback on using the checklist.

The eight-step Faculty Hiring Checklist:

- is a simple step-by-step form with fillable checkboxes for completing steps and submitting required materials via PageUp or Box. Many of the steps are already in use by search committees.
- facilitates efforts to attract and hire the best, most diverse faculty consistent with TCU's high standards of inclusive excellence.
- applies to all permanent full-time faculty positions, both tenure- and non-tenure track.
- works in tandem with TCU's PageUp system and encompasses the entire hiring process, step by step, from beginning to end, including committee selection, recruitment, job postings, interviews, hiring and onboarding.

Prepare for the Search Process

The ideal time to prepare for a search is the semester prior to launching the formal search. All *new* searches will begin with this checklist and follow all steps.

Access the Checklist

The Faculty Hiring Checklist is easily accessible by anyone at any time via the [Provost's website under Faculty Resources](#).

Who Manages the Checklist

The Search Committee Chair and Hiring Manager—typically the department chair, associate dean or dean—will use the step-by-step checklist to ensure constancy and accuracy throughout the recruitment and hiring process.

When to Use the Faculty Hiring Checklist

When a search is approved, the Associate Director of Faculty Services (Academic Affairs) will notify the Dean, Department Chair and Hiring Manager with links to:

1. Designated TCU Box folder to file required documents during the search
2. [Faculty Hiring Checklist](#) located on the Provost’s website under Faculty Resources. The webpage includes:
 - Instructions
 - Links to examples of documents required during the search process
 - FAQs
 - Link to the checklist

TCU FACULTY HIRING CHECKLIST

Download this fillable PDF. Check each step as completed. Upload the completed checklist to the designated TCU Box folder.

STEP 1: PLAN & PREPARE

Action	Completed	Submitted
1.A. SEARCH AREA <ul style="list-style-type: none"> • Department identifies search area. 	<input type="checkbox"/> Hiring Manager check	N/A
1.B. SEARCH COMMITTEE CHAIR <ul style="list-style-type: none"> • Hiring Manager identifies Search Committee Chair. 	<input type="checkbox"/> Hiring Manager check	N/A
1.C. SEARCH COMMITTEE <ul style="list-style-type: none"> • Search Committee Chair and Diversity Advocate identify committee members. • Provide a variety of perspectives, positions and expertise. • Ensure demonstrated commitment to diversity and inclusion. • Include one member from outside of the hiring department, with approval of that department’s chair. 	<input type="checkbox"/> Search Committee Chair check	N/A

Action	Completed	Submitted
<p>1.D. SEARCH COMMITTEE TRAINING</p> <ul style="list-style-type: none"> Hiring Manager asks TCU HR to verify all committee members have completed Selection Committee Training through TCU HR within three years. 	<p><input type="checkbox"/> Hiring Manager check</p>	<p>N/A</p>
<p>1.E. SEARCH COMMITTEE APPROVAL</p> <ul style="list-style-type: none"> Hiring Manager submits names/titles of Search Committee to Dean for approval. 	<p><input type="checkbox"/> Hiring Manager check</p>	<p>N/A</p>
<p>1.F. RECRUITMENT PLAN</p> <ul style="list-style-type: none"> Search Committee confers with Diversity Advocate to create Recruitment Plan. Detail strategies to reach the best, most diverse applicant pool. How committee and department members will engage their professional networks to encourage high-quality applicants from historically underrepresented, marginalized or disadvantaged groups. Include the sites, in addition to the TCU website, to post the job. Example Recruitment Plans Submit to TCU Box folder. 	<p><input type="checkbox"/> Search Committee Chair check</p>	<p><input type="checkbox"/> Search Committee Chair check</p>
<p>1.G. JOB ADVERTISEMENT</p> <ul style="list-style-type: none"> At the discretion of the Dean, search Committee writes job advertisement. Submit to TCU Box folder. 	<p><input type="checkbox"/> Search Committee Chair check</p>	<p><input type="checkbox"/> Search Committee Chair check</p>
<p>1.H. INTERVIEW QUESTIONS</p> <ul style="list-style-type: none"> Search Committee develops a uniform set of interview questions using the job advertisement as the basis. Input and approval from Diversity Advocate. Include questions to elicit experiences with and commitment to DEI. Example Interview Questions Submit to TCU Box folder. 	<p><input type="checkbox"/> Search Committee Chair check</p>	<p><input type="checkbox"/> Search Committee Chair check</p>

Action	Completed	Submitted
<p>1.I. ASSESSMENT RUBRIC</p> <ul style="list-style-type: none"> • Search Committee creates Assessment Rubric that details evaluation criteria, using the job advertisement as the basis. • Input and approval from Diversity Advocate. • Evaluate candidates' diversity, equity and inclusion statement. • All evaluation criteria must be job-related and based on the evaluator's assessment of whether or not the candidate will be successful in the position. • Example Assessment Rubrics • Submit to TCU Box folder. 	<input type="checkbox"/> Search Committee Chair check	<input type="checkbox"/> Search Committee Chair check

STEP 2: CREATE AND APPROVE FACULTY SEARCH (PageUp)

Action	Completed	Submitted
<p>2.A. FACULTY SEARCH IN PAGEUP</p> <ol style="list-style-type: none"> 1. Hiring Manager fills out faculty search requisition (on PageUp). 2. Select the faculty approval flow associated with your school/college. 3. Submit requisition to initiate approval. 	<input type="checkbox"/> Hiring Manager check	<input type="checkbox"/> Hiring Manager check
<p>2.B. APPROVAL</p> <ul style="list-style-type: none"> • Each member of the approval chain will review the requisition and contact Hiring Manager if changes need to be made before submitting their approval. 	<input type="checkbox"/> Hiring Manager check	

STEP 3: POST JOB ADVERTISEMENT

Action	Completed	Submitted
3.A. POST JOB ON TCU WEBSITE <ul style="list-style-type: none"> Once approval is complete, the job announcement is posted on the TCU website. 	<input type="checkbox"/> Hiring Manager check	N/A
3.B. POST ON SITES IDENTIFIED IN RECRUITMENT PLAN <ul style="list-style-type: none"> Hiring Manager works with HR Talent Acquisition and department to ensure the position is posted on all sites identified in Recruitment Plan. Submit screenshots of all job ads for every electronic posting to the Box folder, including automatic standard postings U.S. Dept. of Labor 20CFR 656.17(e)(1)(i)(B)(4) 	<input type="checkbox"/> Hiring Manager check	N/A
3.C. POST FOR AT LEAST 30 DAYS <ul style="list-style-type: none"> Extended timeframe will allow for a qualified, diverse pool of candidates. After 30 days, Hiring Manager may choose to hold or close the position through TCU HR. 	<input type="checkbox"/> Hiring Manager check	N/A
3.D. BROADEN SEARCH IF NEEDED <ul style="list-style-type: none"> If necessary, Hiring Manager works with HR Talent Acquisition and the Diversity Advocate to encourage a more qualified, diverse candidate pool. 	<input type="checkbox"/> Hiring Manager check	N/A

STEP 4: INITIAL REVIEW – FIRST-ROUND INTERVIEWS

Action	Complete	Submitted
4.A. REVIEW CANDIDATES <ul style="list-style-type: none"> After a minimum of 30 days, Search Committee chair and committee members review candidates to determine who will move on to first-round interviews. 	<input type="checkbox"/> Search Committee Chair check	N/A

Action	Complete	Submitted
<p>4.B. FIRST-ROUND INTERVIEW SCHEDULE</p> <ul style="list-style-type: none"> • Search Committee Chair schedules interviews, ensuring that search committee members attend interviews of all candidates. • Ask candidates if any accommodations are required to participate. • Submit first-round interview schedule to TCU Box folder. 	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">Search Committee Chair check as completed</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">Search Committee Chair check as submitted</p>
<p>4.C. ASSESSMENT RUBRIC & INTERVIEW QUESTIONS</p> <ul style="list-style-type: none"> • Search Committee Chair distributes Assessment Rubric and Interview Questions to all committee members. • To ensure equity, use the Interview Questions in the same order and allot equivalent time for each interview. 	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">Search Committee Chair check as completed</p>	<p style="text-align: center;">N/A</p>

STEP 5: IDENTIFY FINALISTS – FINAL INTERVIEWS

Action	Complete	Submitted
<p>5.A. ASSESSMENT RUBRIC</p> <ul style="list-style-type: none"> • After first-round interviews, Search Committee compiles and discusses data from Assessment Rubric to determine a short list of final-round candidates. <p>NOTE: If a committee member was not present for a candidate’s interview, that committee member should not participate in the discussion of the data about that candidate. They may contribute to the overall determination of the short list of final-round candidates if they were present for the majority of the interviews.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">Search Committee Chair check</p>	<p style="text-align: center;">N/A</p>
<p>5.B. FINAL CANDIDATE SUMMARY</p> <ul style="list-style-type: none"> • Search Committee Chair runs report via PageUp. • Obtain approval from Hiring Manager. • Submit to TCU Box folder. 	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">Search Committee Chair check</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">Search Committee Chair check</p>

Action	Complete	Submitted
<p>5.C. EEO1 REVIEW</p> <ul style="list-style-type: none"> Hiring Manager contacts HR Talent Acquisition to obtain approval to move forward with final interviews. If approved, move forward with final interviews. If denied, work with HR Talent Acquisition and Diversity Advocate to reopen search and create a more diverse candidate pool. Upload EEO1 review to TCU Box folder. 	<input type="checkbox"/> Hiring Manager check	<input type="checkbox"/> Hiring Manager check
<p>5.D. INVITE FINALISTS</p> <ul style="list-style-type: none"> Hiring Manager informs and invites finalists to second-round interviews. Schedule internal candidates, if any, as first interviews. Notify finalists that reference checks will be made prior to the interview. 	<input type="checkbox"/> Hiring Manager check	N/A
<p>5.E. REFERENCE CHECKS</p> <ul style="list-style-type: none"> Hiring Manager contacts at least 3 references per finalist by phone or Zoom. Ask prior employer: “Given the opportunity would you hire this person again?” 	<input type="checkbox"/> Hiring Manager check	N/A
<p>5.F. INTERVIEW SCHEDULE</p> <ul style="list-style-type: none"> Search Committee Chair uploads final interview schedule to TCU Box folder. 	<input type="checkbox"/> Search Committee Chair check	<input type="checkbox"/> Search Committee Chair check
<p>5.G. ITINERARY</p> <ul style="list-style-type: none"> Search Committee Chair develops detailed itinerary and provides to the candidate in advance. All itineraries should be similar, including those for internal candidates. Submit to TCU Box folder. 	<input type="checkbox"/> Search Committee Chair check	<input type="checkbox"/> Search Committee Chair check

STEP 6: FINALIZE CANDIDATES

Action	Complete	Submitted
<p>6.A. DETERMINE CANDIDATE RANKING</p> <ul style="list-style-type: none"> • Search Committee compiles and discusses data from Assessment Rubric and feedback from faculty, staff and students who participated in finalists' visit. (Examples: pros and cons, ranked or unranked, etc.) • Submit recommendation of candidates(s) suitable for hiring to Hiring Manager. 	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">Search Committee Chair check</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">Search Committee Chair check</p>

STEP 7: OFFER & ONBOARDING

No verbal or written offer is permitted without Provost's written approval of salary and terms of appointment. Hiring Manager or Dean will negotiate the hire.

Action	Complete	Submitted
<p>7.A. HIRING PACKAGE</p> <ul style="list-style-type: none"> • Hiring Manager works with the Dean on hiring package. Dean then emails Associate Provost for Academic Planning, Budgeting and Operations with recommendation. • Consider relocation stipend, start-up package, lab space, year for tenure review and other appointment criteria. • Finalists with prior tenure status at a fully accredited institution may be offered tenure upon hiring through an expedited process. 	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">Hiring Manager check</p>	<p style="text-align: center;">N/A</p>
<p>7.B. VERBAL OFFER</p> <ul style="list-style-type: none"> • Once Associate Provost for Academic Planning, Budgeting and Operations has notified Dean of approved hiring package, Hiring Manager extends verbal offer to top candidate. Explain that offer is contingent upon background check. 	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">Hiring Manager check</p>	<p style="text-align: center;">N/A</p>

Action	Complete	Submitted
7.C. BACKGROUND CHECK <ul style="list-style-type: none"> Hiring Manager requests background check with Provost’s Office. 	<input type="checkbox"/> Hiring Manager check	N/A
7.D. OFFER CARD IN PAGEUP <ul style="list-style-type: none"> Hiring Manager fills out Offer Card in PageUp to begin formal offer approval process. 	<input type="checkbox"/> Hiring Manager check	<input type="checkbox"/> Hiring Manager check
7.E. OFFICIAL OFFER – PROVOST’S OFFICE <ul style="list-style-type: none"> Provost’s Office ensures background check is approved. Complete offer card. Upload offer letter/contract. Extend official offer via PageUp. Note: Only what has been approved and is included in the final offer letter is official. 	<input type="checkbox"/> Hiring Manager check	<input type="checkbox"/> Hiring Manager check
7.F. ONBOARDING & MENTORING PLAN <ul style="list-style-type: none"> Hiring Manager creates plan for new hire. Submit to TCU Box folder. 	<input type="checkbox"/> Hiring Manager check	<input type="checkbox"/> Hiring Manager check

STEP 8: SUBMIT COMPLETED FACULTY HIRING CHECKLIST

Action	Complete	Submitted
8.A. SUBMIT CHECKLIST <ul style="list-style-type: none"> Hiring Manager ensures Faculty Hiring Checklist is completed, all boxes marked, all forms submitted. Submit completed checklist to TCU Box folder. 	<input type="checkbox"/> Hiring Manager check	<input type="checkbox"/> Hiring Manager check