



## Faculty Hiring Checklist 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.

This simple eight-step Faculty Hiring Checklist works in tandem with TCU's PageUp system and encompasses the entire hiring process from beginning to end, including committee selection, recruitment, job postings, interviews, hiring and onboarding. The checklist is a step-by-step form with fillable checkboxes for completing steps and submitting required materials via PageUp or Box.

**The checklist applies to all permanent full-time faculty positions, both tenure- and non-tenure track.**

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

### When to Use the Faculty Hiring Checklist

The ideal time to prepare for a search is the semester prior to launching the formal search. When a search is approved, the Associate Director of Faculty Services, Appointments and Recruitment (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](#) on the Provost's website under Faculty Resources. The webpage includes the checklist, instructions, links to examples of documents required during the search process, and FAQs.

### Who Manages the Checklist

The Search Committee Chair and Hiring Manager—typically the department chair, associate dean or dean—use the checklist to ensure constancy and accuracy throughout the recruitment and hiring process. Search Committee Chair or Hiring Manager checks each designated box as completed, and submits the completed checklist at the end.

# TCU FACULTY HIRING CHECKLIST

**DIRECTIONS:** 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
<b>1.A. SEARCH AREA</b> <ul style="list-style-type: none"> <li>• Department identifies search area.</li> </ul>	Hiring Manager	N/A
<b>1.B. SEARCH COMMITTEE CHAIR</b> <ul style="list-style-type: none"> <li>• Hiring Manager identifies Search Committee Chair.</li> </ul>	Hiring Manager	N/A
<b>1.C. SEARCH COMMITTEE</b> <ul style="list-style-type: none"> <li>• Search Committee Chair and Diversity Advocate identify committee members that provide a variety of perspectives, positions and expertise, and ensure demonstrated commitment to diversity and inclusion.</li> <li>• Include one member from outside of the hiring department, with approval of that department's chair.</li> </ul>	Search Committee Chair	N/A
<b>1.D. SEARCH COMMITTEE TRAINING</b> <ul style="list-style-type: none"> <li>• Hiring Manager asks TCU HR to verify that all committee members have completed Selection Committee Training within the past three years.</li> </ul>	Hiring Manager	N/A
<b>1.E. SEARCH COMMITTEE APPROVAL</b> <ul style="list-style-type: none"> <li>• Hiring Manager submits names/titles of Search Committee to Dean for approval.</li> </ul>	Hiring Manager	N/A

Action	Completed	Submitted
<p>1.F. RECRUITMENT PLAN</p> <ul style="list-style-type: none"> <li>• Search Committee confers with Diversity Advocate to create Recruitment Plan.</li> <li>• <a href="#">Example Recruitment Plans</a></li> <li>• Detail strategies to reach the best, most diverse applicant pool.</li> <li>• Include how committee and department members will engage their professional networks to encourage high-quality applicants from historically underrepresented, marginalized or disadvantaged groups.</li> <li>• Include the sites to post the job, in addition to the TCU website.</li> <li>• <b>Submit</b> to TCU Box folder.</li> </ul>	<p>Search Committee Chair</p>	<p>Search Committee Chair</p>
<p>1.G. JOB ADVERTISEMENT</p> <ul style="list-style-type: none"> <li>• At the discretion of the Dean, Search Committee writes job advertisement.</li> <li>• <b>Submit</b> to TCU Box folder.</li> </ul>	<p>Search Committee Chair</p>	<p>Search Committee Chair</p>
<p>1.H. INTERVIEW QUESTIONS</p> <ul style="list-style-type: none"> <li>• With input and approval from Diversity Advocate, Search Committee develops a uniform set of interview questions using the job advertisement as the basis.</li> <li>• <a href="#">Example Interview Questions</a></li> <li>• Include this question to elicit experiences and commitment to supporting TCU's mission: <b>TCU's mission statement is, in part, to "educate individuals to think and act as ethical leaders and responsible citizens in a global community." Share your experience regarding personal or professional learning, teaching, or research, or campus or community engagement, that fostered student learning outcomes relevant to this mission. Indicate how your experience elevate your candidacy and how you think you may be involved in supporting TCU's mission, vision, and values.</b></li> <li>• <b>Submit</b> to TCU Box folder.</li> </ul>	<p>Search Committee Chair</p>	<p>Search Committee Chair</p>

Action	Completed	Submitted
<p><b>1.I. ASSESSMENT RUBRIC</b></p> <ul style="list-style-type: none"> <li>• Search Committee creates Assessment Rubric that details evaluation criteria, using the job advertisement as the basis, with input and approval from Diversity Advocate.</li> <li>• Evaluate support of TCU's mission per answers to question in 1H.</li> <li>• 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.</li> <li>• <a href="#">Example Assessment Rubrics</a></li> <li>• <b>Submit</b> to TCU Box folder.</li> </ul>	<p>Search Committee Chair</p>	<p>Search Committee Chair</p>

**STEP 2: CREATE AND APPROVE FACULTY SEARCH (PageUp)**

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

### STEP 3: POST JOB ADVERTISEMENT

Action	Completed	Submitted
<p>3.A. POST JOB ON TCU WEBSITE</p> <ul style="list-style-type: none"> <li>Once approval is complete, post job announcement on the TCU website.</li> </ul>	Hiring Manager	N/A
<p>3.B. POST ON SITES IDENTIFIED IN RECRUITMENT PLAN</p> <ul style="list-style-type: none"> <li>Hiring Manager works with <a href="#">HR Talent Acquisition</a> and department to ensure the position is posted on all sites identified in Recruitment Plan.</li> <li><b>Submit</b> 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)(B0(4))</li> </ul>	Hiring Manager	Hiring Manager
<p>3.C. POST FOR AT LEAST 30 DAYS</p> <ul style="list-style-type: none"> <li>Extended timeframe will allow for a qualified, diverse pool of candidates.</li> <li>After 30 days, Hiring Manager may choose to hold or close the position through TCU HR.</li> </ul>	Hiring Manager	N/A
<p>3.D. BROADEN SEARCH IF NEEDED</p> <ul style="list-style-type: none"> <li>If necessary, Hiring Manager works with <a href="#">HR Talent Acquisition</a> and the Diversity Advocate to encourage a more qualified, diverse candidate pool.</li> </ul>	Hiring Manager	N/A

### STEP 4: INITIAL REVIEW – FIRST-ROUND INTERVIEWS

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

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

**STEP 5: IDENTIFY FINALISTS – FINAL INTERVIEWS**

<p><b>5.A. ASSESSMENT RUBRIC</b></p> <ul style="list-style-type: none"> <li>• After first-round interviews, Search Committee compiles and discusses data from Assessment Rubric to determine a short list of final-round candidates.</li> </ul> <p><b>NOTE:</b> If a committee member was not present for a candidate’s interview, they should not participate in the discussion 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>Search Committee Chair</p>	<p>N/A</p>
<p><b>5.B. FINAL CANDIDATE SUMMARY</b></p> <ul style="list-style-type: none"> <li>• Search Committee Chair creates a list of final candidates.</li> <li>• Obtain approval from Hiring Manager.</li> <li>• <b>Submit</b> to TCU Box folder.</li> </ul>	<p>Search Committee Chair</p>	<p>Search Committee Chair</p>

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

### STEP 6: FINALIZE CANDIDATES

Action	Complete	Submitted
<p>6.A. DETERMINE CANDIDATE RANKING</p> <ul style="list-style-type: none"> <li>• 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.)</li> <li>• <b>Submit</b> recommendation of candidates(s) suitable for hiring to Hiring Manager.</li> </ul>	Search Committee Chair	Search Committee Chair

### STEP 7: OFFER & ONBOARDING

**No verbal or written offer is permitted without the 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"> <li>• Hiring Manager works with the Dean on hiring package. Dean then emails Associate Provost for Academic Planning, Budgeting and Operations with recommendation.</li> <li>• Consider relocation stipend, start-up package, lab space, year for tenure review and other appointment criteria.</li> <li>• Finalists with prior tenure status at a fully accredited institution may be offered tenure upon hiring through an expedited process.</li> </ul>	Hiring Manager	N/A
<p>7.B. VERBAL OFFER</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	Hiring Manager	N/A



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

**STEP 8: SUBMIT COMPLETED FACULTY HIRING CHECKLIST**

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