

USA Whiddon COM Basic Science Recruitment and Onboarding Checklist
Office of Faculty Affairs and Faculty Development

TASKS:	COMPLETED BY:
The recruitment process	
<input type="checkbox"/> Identify department need for faculty recruitment	Chair / Dean
<input type="checkbox"/> Complete Authorization for Faculty Recruitment (AFR) form Attach advertisement Obtain approval of rank and salary range from COM Associate Dean, Finance & Administration <i>OFA will route form after Chair signs</i>	Chair / OFA
<input type="checkbox"/> OFA generates on-line position posting in PeopleAdmin, Higher Ed Jobs, and notifies department	OFA
<input type="checkbox"/> Advertising MUST be completed before interviews Department can add other advertisements to discipline-specific journals/sites All ads MUST include link to online application (which is provided by OFA) NOTE: Minimum of 1 additional national advertisement is required for tenure-track positions	Department
<input type="checkbox"/> Candidates MUST apply via PeopleAdmin and upload current CV	Candidate
<input type="checkbox"/> Department administrative support forwards applications to Chair	Department
<input type="checkbox"/> Review of applications; identify candidates for interview, move applicants through PeopleAdmin	Chair / Department
<input type="checkbox"/> Make travel arrangements for candidates and schedule interviews/generate itinerary Department must provide the following information to OFA: copies of additional ads posted, composition of search committee, and dates of interviews	Chair / Department
<input type="checkbox"/> Collect interview evaluations on candidate from interview panel	Chair / Department
<input type="checkbox"/> Select candidate for the position; prepare offer letter using OFA template – OFA routes offer letter for signatures once Chair generates letter. Note: FCAPE vote is required for appointments at Associate Professor or Professor rank, service credit, or for offers of tenure. If candidate requires a visa, the time to issue a visa may delay start date. Six months or more could be required to process visa (based on visa type). Department should discuss candidate with University of South Alabama Office of Immigration before making an offer. Offer letter must be approved by the COM Associate Dean of Finance & Administration and the COM Dean Proposed start date must be no sooner than 3 months from the date of offer	Chair
<input type="checkbox"/> Offer letter to candidate	OFA / Chair
<input type="checkbox"/> OFA sends welcome letter/packet to candidate Letter from OFA to candidate requesting the following: Official transcripts Background check release form External letters of recommendation	OFA
Tasks re: the appointment packet – initiate on receipt of signed offer letter – at least 3 months prior to start date	
<input type="checkbox"/> Request Chair's recommendation letter and signed Faculty Action Request (FAR) form	OFA
<input type="checkbox"/> Request three recommendation letters for faculty appointment Letters (on professional letterhead/signed) can be emailed to OFA If letters are received by the Chair, they should be forwarded to OFA	OFA
<input type="checkbox"/> Request official transcripts for ALL undergraduate/graduate education Transcripts must be issued to COM Faculty Affairs	Candidate
<input type="checkbox"/> Complete Affirmative Action report	OFA
<input type="checkbox"/> Request BPN from COM Associate Dean of Finance & Administration	OFA
Faculty appointment – must be completed at least 6 weeks prior to the official start date	
<input type="checkbox"/> Receipt of ALL required documents: Signed Authorization for Faculty Recruitment (AFR) form Copies of any additional advertisements by Department USA employment application (from PeopleAdmin) and CV Signed offer letter Transcripts Letters of recommendation Completion of background check Chair's recommendation letter and Faculty Action Request (FAR) form	OFA
<input type="checkbox"/> Complete appointment EPAF	OFA
<input type="checkbox"/> Routing of completed faculty file for approvals	OFA
<input type="checkbox"/> Appointment letter issued - this letter must specify the official start date	OFA

Updated 12/2024

All forms/templates can be found on the OFA website: <https://www.southalabama.edu/colleges/com/administration/faculty-affairs.html>

	TASKS:	COMPLETED BY:
<input type="checkbox"/>	Appointment letter sent to candidate	OFA
<input type="checkbox"/>	Candidate signs and returns appointment letter	Candidate
	NOTE – OFA cannot verify employment with lenders until the appointment process is complete.	
	Preparation for onboarding of new faculty – begin <u>after</u> receipt of official appointment – i.e., 4-6 weeks prior to official start date	
<input type="checkbox"/>	Obtain “Jag Account Number”; complete Banner detail	OFA
<input type="checkbox"/>	Route EPAF, signed appointment letter, and employee information forms to Human Resources and COM Business Office	OFA
<input type="checkbox"/>	Department sets up for new faculty Order lab coats Office set up – <i>computer, telephone, business cards, keys, etc.</i>	Department
<input type="checkbox"/>	Set up meeting for new faculty with Marketing and Communications (in person or via telephone) <i>Have picture made for website, info added to website, press release, etc.</i> Department sends new faculty member online link to obtain parking pass	Department
<input type="checkbox"/>	Schedule benefits meeting	HR
	Onboarding	
<input type="checkbox"/>	New employee orientation Completion of I-9 form (I-9 must be completed on or before first day of employment) Complete federal and state withholding forms and direct deposit form University Badge	HR
	Welcome meeting with Associate Dean of Faculty Affairs and Faculty Development	
<input type="checkbox"/>	Overview Faculty policies Promotion and tenure Faculty development opportunities Watermark Faculty Management System	OFA / FD