

FACULTY HIRING PROCESS



Identify, Activate, and Train the Search Committee*

Step 1	Go to Academic Talent, Culture, and Engagement > Forms and Processes . Scroll to the bottom section (New) People Admin Workflows, Guidelines, Checklists & Job Aides .
Step 2	Review the Faculty Search Overview and Faculty Search Workflows documents to become familiar with the full search process
Step 3	Review the following videos on the PeopleAdmin Training Videos document. These videos are approximately 1 hour each. <ul style="list-style-type: none">• How to Post a Full-Time Faculty Position**• How to Move Applicants for Faculty Positions in the Workflow• How to Submit a Faculty Hiring Proposal & Finalize the Posting**
Step 4	Review other training resources (manuals, quick guides, etc.) as needed. Please review this site regularly as additional training resources will be added as they are completed.
Step 5	Contact facultyemployment@uta.edu for any questions.

***This training is for search committee chairs. A new training for all search committee members is in the works. Communication to departments will be sent once the training is available.**

****Required and optional documents for all processes can be found at the top of the Forms and Processes page. Documents are listed alphabetically.**