

Note that template appointment and offer letters have been updated. They are available on the COM SharePoint site <https://liveutk.sharepoint.com/sites/UTHSC/comdean/faculty/SitePages/Home.aspx>

Once a prospective candidate has been selected:

1. Department confirms proposed rank and tenure status with Associate Dean of Faculty Affairs (Alicia Diaz Thomas), College of Medicine **before** offer is made.
2. Upon approval of rank and tenure status, the offer letter is created with specific funding sources detailed (Templates are on the SharePoint site in the [Offer Letters](#) folder), signed by the Department Chair and then routed through the Practice Plan (if applicable) for additional signatures.
3. The department will obtain approval by the Dean's office from Associate Dean of Finance (Teresa Hartnett) before sending to the candidate.
4. Department sends candidate:
 - Offer letter
 - Background Check form (FCRA)
5. Candidate returns signed offer letter and completed background check form to department.
6. Department must change status in Taleo to "Offer Accepted" and notify OIED via e-mail to review.
7. Department scans signed offer letter & FCRA to Office of Faculty Affairs, College of Medicine (Donna Wilkinson).
8. Faculty Affairs will forward FCRA and offer letter to HR.
9. HR requests background check and notifies Faculty Affairs when cleared. The department is notified of clearance.
10. HR **e-mails** new hire packet to faculty member (within 30 days of their employment) with information of orientation and instructions on completing employment paperwork.
11. Department prepares Appointment letter and Faculty Appointment Agreement (FAA). The *Paid Faculty Appointment Letter* template and *FAA* are on the COM Faculty Affairs website. Chair signs each.
12. Department sends both documents to candidate for signature with the following:
 - Cover letter with instructions customized for your department
 - Personal Data Form
13. Candidate returns to Department
 - signed FAA, Appointment Letter, and completed Personal Data Form
14. Department receives
 - Letters of Recommendation
 - Other required paperwork per the Faculty Appointment Checklist
15. Department scans complete package (originals) to Donna Wilkinson for verification and the Dean's approval.
16. Change candidate status in Taleo to "Offer accepted" and e-mail OIED a copy of the signed offer letter.
17. Donna Wilkinson forwards PIF, PDF, FAA & Appointment letter to HR once it is approved by Dean.
18. HR holds on to Initial Hire / Rehire Form (PIF) until faculty completes I-9 and payroll forms.
19. **On or before start date, each new employee must log into UTHSC Human Resources website at: <https://hrx.talx.com/ec/#/Welcome> to complete the online I-9 Form. Supporting documentation must be submitted to Human Resources to attest to their eligibility to work in the United States; such documents as valid passport OR social security card AND valid driver's license. These documents must be provided prior to or on your first day of employment at the university.**
 - a. Ask new hire to complete I-9 online a minimum of two weeks in advance (system will automatically purge form if not e-verified within 30 days of completing the form online).
 - b. Department and / or Donna Wilkinson will notify HR if the start date changes.
20. Once the I-9 process is completed, H/R will enter new faculty information into IRIS, sign the Initial Hire/Rehire Form (PIF) and forward to Vice chancellor's office for approval.