

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 Sr Associate Dean of Faculty Affairs (Polly Hofmann), 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 OED via e-mail to review.
7. Department retains a copy of offer letter and scans offer letter & FCRA to Office of Faculty Affairs, College of Medicine (Donna Wilkinson).
8. The FCRA and copy of offer letter are forwarded to HR.
9. HR requests background check and sends Donna Wilkinson an e-mail when cleared. She will forward to department.
10. HR **e-mails** new hire packet to faculty member with date of orientation and instructions on completing employment paperwork.
11. Department prepares Appointment letter and Faculty Appointment Agreement (FAA). The template *Paid Faculty Appointment Letter* and FAA are in [Appointment Resources](#) folder. 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 sends complete package (originals) to Donna Wilkinson for verification and the Dean's approval.
16. Change candidate status in Taleo to "Hired" and e-mail OED the effective date of appointment.
17. Donna Wilkinson delivers PIF, PDF, FAA & Appointment letter to HR.
18. HR holds on to Initial Hire / Rehire Form (PIF) until faculty goes to HR to complete I-9 and payroll forms.
19. On or before start date, department completes I-9 referral form and asks that new hire go to HR with appropriate documentation to establish one's identity. Each new employee is required to provide supporting documentation 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. A voided check is required for payroll.
  - 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 deliver to Vice chancellor's office for approval. H/R will update the new hires permanent local address if one was not available at step 13.