

TEXAS SOUTHERN UNIVERSITY Faculty Hiring Workflow

FOR TEMPORARY HIRE



STEP 1:

Hiring Department creates Position Request/Employment Exception Request Form (PR/EER Form)

STEP 2:

Dean/Department Chair Approval

STEP 3:

Vice President/Provost Approval

STEP 4:

Submit to President for Approval

STEP 5:

Human Resource post position

STEP 6:

Faculty complete online application

STEP 7:

Hiring Department reviews faculty applicant pool, interview and recommend for hire

STEP 8:

Department inform Human Resources of selected faculty

STEP 9:

Background Check Form is completed and submitted to HR; if approved Offer Letter sent.

STEP 10:

Faculty complete new hire documentation

STEP 11:

Department initiates Electronic Personnel Action Form (e-PAF)



STEP 12:

Faculty starts position

Notes: Departments must indicate how many FTE's are approved for Fiscal Year on the PR/EER Form

The position will be posted as perpetual each fiscal year. (The position must be posted annually due to FTE and budget changes each Fiscal year.)

Each faculty title will require a PR/EER Form

1. Adjunct Faculty
2. Visiting Faculty