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Office of Human Resources

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Faculty (Tenure-Track)

To hire a new tenure-track faculty, the following steps must be completed prior to the prospective faculty start date.

- 1 The tenure-track faculty position should have been advertised via the University's website and other requested advertising media. The successful candidate should have applied to the posted faculty position.

Department should have submitted all completed interview and evaluation matrices to the University's EEO Officer in accordance with the [Equal Employment Opportunity Hiring Process Checklist](#) and new hire should have been approved by EEO.

Department should have submitted a completed [Confidential Release Form](#) to initiate a criminal background check on the prospective faculty hire. The prospective faculty hire may not begin working until the results of the criminal background check have been received.

 - Any time there is a break in employment, a new background check is required on the prospective employee.

The Office of Human Resources should have been contacted for an offer letter template. A copy of the finalized offer letter should have been emailed to hrteam@pvamu.edu for review by the Office of Human Resources. **The offer letter should not be extended to the prospective employee until the finalized offer letter has been approved by the Office of Human Resources via email.**

Letter of offer should have been extended to the prospective faculty hire in accordance with offer template provided by the Office of Human Resources. All written offers of employment must be routed to the appropriate Vice President's office. The written offer of employment will be sent out from the hiring department's respective Vice President's office. **Please ensure that the mailing address for the prospective employee is correct. A corresponding department envelope should be attached to the written offer when routing to the respective Vice President's office.**
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- 6 The prospective faculty hire should have returned the accepted/declined written offer of employment to the hiring department. The hiring department should then have forwarded the accepted/declined offer to the Office of Business Affairs. The Office of Business Affairs will route all accepted/declined written offers of employment to the Office of Human Resources.
- 7 The completed Faculty/Staff Email Account Request Form for the prospective employee should have been submitted to the Office of Human Resources upon successful written offer of employment being accepted.

EPA should have been routed so that it is received by the Office of Human Resources three working days prior to the employee start date. Employee start dates are the 1st and 15th of each month. If the 1st or 15th falls on the weekend, the employee may begin the following Monday. **Approval of the EPA is contingent upon the prior completion of the above listed items 1-7.**
- 8
- 9 New Employees are required to attend New Employee Orientation. Department will be notified by the Office of Human Resources that the new employee has been approved to attend New Employee Orientation.

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