Faculty Lifecycle: Hiring, Evaluation, and Mentorship

The most enduring impact of your leadership will be measured in the faculty you recruit, support, and develop—individuals whose teaching, scholarship, and service advance the academic reputation of Arkansas State University.

- Academic Hiring Process
- Letter of Appointment Template
- Banner Security and Access
- Human Resources - Hiring Managers Information
- Faculty Handbook
- Helpful Information for the PRT Process
- Human Resources – Training and Development Resources
- Performance Improvement Plans (PIP)
- Institutional Integrity & Title IX
- Human Resources - Offboarding Procedures

Academic Hiring Process

The academic hiring planning process occurs during the spring and summer months to ensure that faculty searches follow a standard, timely sequence aligned with best practices across higher education.

Planning and Approval Phase

1. Colleges complete and submit their hiring plans to the Office of the Provost at the conclusion of the spring semester.
2. The Office of the Provost reviews submissions and finalizes approvals in consultation with university leadership.
3. Approved hiring plans are returned to the deans at the conclusion of the summer term.

Communication and Search Preparation Phase

1. Deans share hiring approvals with department chairs.
2. Chairs communicate approvals to their departments, appoint representative search committees, develop position advertisements that reflect departmental needs, and work with Human Resources to post the ads in Taleo, as appropriate.

Search and Offer Phase

1. Search committees provide recommendations to the chair, who consults with the dean before extending a job offer to the selected candidate.
2. Chairs negotiate salary and position details in concert with the dean and finalize the offer.

Formal Offer and Appointment Phase

1. The chair submits the Letter of Appointment (LOA) to the dean for Academic Affairs and Research (AAR) approval.
2. AAR approves the LOA; the letter is then signed by the candidate, chair, dean, and AAR.
3. The department administrator routes the formal offer paperwork in Taleo for approval by AAR, Human Resources, and Budget.

Letter of Appointment Template

When creating letters of appointment for faculty hires, please utilize the provided templates, found in the Chairs Council shared files: LOA Templates and Information.

Ensure that you save a copy of the template before editing, then update the assurances and stipulations section to reflect what the department will be offering as there will be variation across campus.

Banner Security and Access

When access is required to Banner or related systems, the appropriate security request forms must be submitted. Instructions and forms are available on the AState Banner Security Knowledge Base. Please review the information carefully, as it outlines the different types of access available, the process for completing and submitting forms, and the approvals required.

Banner Finance/HR/TEM Security

Access to Banner Finance, Human Resources, or Travel and Expense Management (TEM) is requested through the Banner Finance/HR/TEM Security Request Form .

Important reminders when completing the form:

- **Complete the User Information section in full.** Include A-State ID, position title, department, and supervisor.
- **Indicate the individual being replaced, if applicable.** This helps copy existing access and expedites the process.
- **Provide as much detail as possible.** A thorough justification and clearly specified access needs ensure a smoother approval process.
- **Confirm that all required signatures and approvals are obtained** before submission to cpi-security@astate.edu.

Banner Student Security

Banner Student Security – Maintained by the Registrar's Office for Banner Student module access. FERPA training is required for employees who request access to student information. Please contact registrar@astate.edu for further assistance with Banner Student security.

Important reminders when completing the form:

- **Complete all fields in full.** Missing information may delay processing or approval.
- **Ensure that FERPA training has been completed** prior to submission. Access to student information cannot be granted without current FERPA certification.
- **Verify that all required signatures and approvals are included** before submitting the form to the Registrar's Office.

Common Access Needs for New Department Chairs

The following areas of access are commonly required when a new Department Chair is appointed. Keeping these in mind when completing Banner security request forms will help ensure that the chair has the tools necessary to perform administrative responsibilities effectively.

- **Home Department/Unit Org Number**
- **Banner Security Classes** (commonly requested):
    - BAN_FIN_ALL_ASU
    - BAN_FIN_APPR_ASU
    - BAN_FIN_BUD_INQ_ASU
    - BAN_FIN_EPRINT_DEPT_ASU
    - BAN_FORM_FUS_ASU
    - BAN_HR_ALL_ASU
    - BAN_HR_DEPT_MGR_ASU
    - BAN_STU_ALL_ASU
    - BAN_STU_CRS_V_ASU
    - BAN_STU_DS_SCHED_UP_ASU
    - BAN_STU_GRADE_V_ASU
    - BAN_STU_REG_DS_GEN_ASU
    - BAN_STU_REG_DS_HOLDS_UP_ASU
    - BAN_STU_REG_TEST_V_ASU
    - BAN_STU_REG_V_ASU
- **Finance Access**: All FOAPs (Fund–Organization–Account–Program) to which the chair must be attached for viewing, initiating, or approving transactions.
- **Travel**: Delegates designated to act on the chair’s behalf.
- **EPAF and Workflow**: Initiator and approver/supervisor access as required.

Human Resources - Hiring Managers Information

View the online source material:

- Human Resources | Hiring Managers

Faculty Handbook

Refer to sections:

II.F. Continuing Performance Evaluation (pg. 36)

II.G. Annual Performance Evaluation (pg. 36-37)

III. PRT, Post-Tenure Review, and Dismissal Policies and Procedures (all subsections) (Pg. 53- 86)

IV. Grievance Procedure (pg. 87-103)

V.B. Selection of Faculty and Library Staff (pg.105-107)

V.G. Graduate Faculty (pg. 111-113)

View online source material:

Faculty Handbook | A-State Knowledge Base

Helpful Information for the PRT Process

You can find the official PRT process in the **Faculty Handbook | A-State Knowledge Base** (section III) and the official PRT SharePoint site.

Below are unofficial internal documents created to assist in understanding the promotion and tenure process:

- Download the PRT Process Summary
- Required Materials to be provided to UPRTC: 6th Year Promotion/ Tenure

Human Resources – Training and Development Resources

View online source material:

- Human Resources | Training & Development

Performance Improvement Plans (PIP)

View online source material:

- Human Resources | Performance Improvement Plan

Institutional Integrity & Title IX

View online source material:

Institutional Integrity & Title IX | Astate Knowledge Base

Department chairs should be familiar with faculty reporting responsibilities and the resources available through the Office of Institutional Integrity & Title IX. The office provides guidance related to discrimination, harassment, sexual misconduct, retaliation, pregnancy and parenting, equal access, and other concerns affecting campus safety and the learning and working environment.

Human Resources - Offboarding Procedures

View online source material:

Payroll Services | Operating Procedures