

## *Faculty Search Procedures*

1. Before a search can begin, a *Faculty Search Request* must be filled out completely and signed by all the approving administrators. This request can be found on the ASU homepage. Click **F** and **Faculty Search Regulations** or go to <http://www.aug.edu/vpaa/facsearch.pdf> . Please read the *Faculty Search Regulations* process in its entirety. **Currently, all positions require the submission of a Request for Approval to Fill Critical Personnel Vacancy form first. That form is available on the Augusta State University homepage. Click H and Human Resources. Then click Human Resources Forms or go to [http://www.aug.edu/humanresources/Request\\_for\\_Approval\\_to\\_Fill\\_Critical\\_Vacancy.pdf](http://www.aug.edu/humanresources/Request_for_Approval_to_Fill_Critical_Vacancy.pdf)**
2. After the *Faculty Search Request* has been signed by all approving administrators, a copy of the job posting must be sent to Human Resources. Human Resources will have it posted in the USG Applicant Clearinghouse. A copy of the form will be returned to the department and should remain with the search committee chair until after a hire is completed.
3. When the search committee has narrowed down their candidate to the choices they intend to interview, a *Background Investigation Questionnaire and Release Form* must be sent to the candidates. Click **A** on the homepage, **Academic Affairs** and then **Associate Vice President** or go to [http://www.aug.edu/vpaa/Background\\_Investigation\\_Questionnaire\\_Form.pdf](http://www.aug.edu/vpaa/Background_Investigation_Questionnaire_Form.pdf) . The candidate can fax and/or mail back the form; directions are at the bottom of the form. Clearance from ASU's Public Safety Office must be received in the Vice President for Academic Affairs Office **prior** to the candidates' arrival on campus.
4. If there is a candidate who needs reimbursement for any out-of-pocket expenses, the candidate must be added as a vendor in PeopleSoft. This form is *Vendor Maintenance Form*. Click **B**, Business Office, then Accounts Payable or go to [http://www.aug.edu/business\\_office/Vendor%20Maintenance%20Form%208%207%2007%20%5B1%5D.pdf](http://www.aug.edu/business_office/Vendor%20Maintenance%20Form%208%207%2007%20%5B1%5D.pdf)
5. Once the candidates have interviewed and the search committee is ready to offer the position, the *Employment Offer Approval Form* must be submitted and signed by all approving administrators (Dean, VPAA, President) before any official offer can be made to the candidate. On the homepage Click **A**, **Academic Affairs** and then **Associate Vice President** or go to [http://www.aug.edu/vpaa/Employment\\_Offer\\_Approval\\_Form.pdf](http://www.aug.edu/vpaa/Employment_Offer_Approval_Form.pdf) . This form also must be accompanied by the candidate's vita.

6. The respective Dean's Office will complete and forward the official letter of offer to the candidate. The candidate must return his/her signed acknowledgement of acceptance to the Dean's Office.
7. After receipt of the candidate's acknowledgement of acceptance and all other necessary forms and credentials, the *ASU Faculty Action Form* or *FTF* must be processed.

**Effective November 3, 2008**