

# FACULTY RECRUITMENT STEP-BY-STEP AND USING PAGEUP

Instructions for Department Chairs (Hiring Managers), Search Committee Members, and Deans to complete tasks for:

- Initiating a Faculty Position Posting
- Reviewing and Submitting Applicant Pools
- Assisting Committees with “Bulk Compile” Reports
- Retrieval of Recommender Letters
- Recommending and Submitting Your Finalist
- Hires Without a Search (HWO)

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*For a thorough overview of the faculty recruitment process and procedures, please reference the Guide to Full-Time Faculty Recruitment to adhere to the required processes:*

[https://www.mtsu.edu/provost/recruit\\_documents/FacultyRecruitmentGuide.pdf](https://www.mtsu.edu/provost/recruit_documents/FacultyRecruitmentGuide.pdf)

# OVERVIEW OF WHAT HAPPENS NEXT?

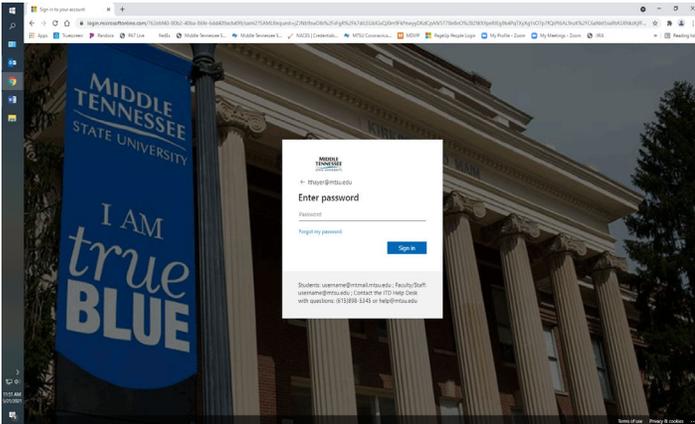
The list below is intended as an at-a-glance for next steps. However, the following pages of this document provide detailed step-by-step directions for using the hiring system to complete these required steps for a faculty search/hire.

<b>POST</b>	Permission to post the position must be obtained via Provost/APS.
	The submitter or Department Chair determines details needed for the position posting draft – <b>DO NOT add posting directly into PageUp.</b>
	Submit posting details on the “ <a href="#">Academic Resources Faculty Posting Request</a> ” dynamic form ( <a href="#">page 8</a> ).
	Academic Affairs reviews, edits, and posts requisition after achieving the Department Chair and Dean's approval of the posting copy.
	- Posting Periods Required: 30 days for tenure-track positions; Two (2) weeks for all other full-time temporary faculty.
<b>COMMITTEE REVIEW</b>	Review Date Passed.
	- Faculty Recruitment Specialist emails the search committee that applicants are ready for review.
	- Individual committee members conduct reviews of successfully applied online applications using the <a href="#">Faculty Applicant Selection Criteria Form</a> ( <a href="#">pages 9-14</a> ).
	- Committee convenes to discuss and determine the applicants who will be submitted for IE&C's consideration and approval.
	Search Committee Chair enters collective Selection Criteria in the system <b>ONLY</b> for applicants being recommended in the pool ( <a href="#">pages 15-19</a> ).
- The Committee Chair provides the Department Chair with a list of names of those being recommended for the pool.	
<b>POOL APPROVAL &amp; IDENTIFYING FINALIST</b>	Department Chair confirms Selection Criteria have been entered for applicants recommended in the pool ( <a href="#">pages 20-28</a> ).
	The Department Chair moves the selected applicant pool into the system for Dean review ( <a href="#">pages 29-30</a> ).
	Dean reviews, considers the applicants, and moves them forward for Equity and Compliance (IE&C) consideration ( <a href="#">pages 31-37</a> ).
	IE&C reviews the pool and may add or delete applicants before approval.
	After their review, IE&C alerts the department chair and search committee members by email of the applicants approved in the pool.
	- The department reviews the approved candidate pool for change, begins scheduling and conducting interviews, and checks references. The hiring system automatically solicits recommendation letters when IE&C approves the pool. The department can retrieve Letters of Recommendation once received via the system ( <a href="#">pages 38-39</a> ).
	- Once the department identifies approved short-listed finalists, the Department Chair must move each to “Finalist Interview Scheduled,” prompting the hiring system to send an email requesting official transcripts ( <a href="#">pages 40-44</a> ).
	- The Department Chair sends a salary recommendation form (hard copy) with curriculum vitae to Academic Affairs for the finalists they are considering.
	- Committee DOES NOT RANK finalists; Department Chair and Dean select the finalist to recommend for hire.
	- The Department Chair or Committee Chair confirms the reference checks are completed. This is <b>DIFFERENT</b> from recommendations.
	- Department Chair communicates with the finalist the negotiated terms of the <b>recommendation</b> contingent upon university approval and follows up with an email with the terms of the recommendation, which will be made to the Provost.
- Emailed <b>recommendation</b> accepted. (If the finalist declines the recommendation, please notify Academic Affairs.)	
<b>RECOMMENDING YOUR FINALIST</b>	Department Chair moves finalist in hiring system to status “ <b>Recommend for Hire (Enter Recommendation Details.)</b> ” <b>IMPORTANT - Please select the correct workflow</b> ( <a href="#">pages 45-52</a> ).
	The Department Chair then generates an electronic “Offer Card” in the hiring system for the recommended finalist.
	- All negotiated terms, reference check dates, and persons completing reference checks must be entered into the PageUp system.
	- The Department Chair forwards the “Offer Card” through the online hiring system for the Dean’s review and approval.
	- The hiring department prepares and sends a <a href="#">hiring packet</a> to the Dean for approval. The Dean approves and submits it to the Faculty Recruitment Specialist.
	Dean reviews and moves the electronic “Offer Card” through the system to the Faculty Recruitment Specialist ( <a href="#">pages 53-54</a> ).
	- Faculty Recruitment Specialist initiates the background check. (Candidate responds directly to TrueScreen with information.)
	Faculty Recruitment Specialist moves “Offer Card” to IE&C. This can only occur after TrueScreen provides a background report.
	IE&C returns offer review response to Academic Affairs, initiating the formal contract (or forwards for further approval when needed).
	Academic Affairs initiates an electronic offer to the recommended finalist after the Provost’s review and approval.
	- Once the finalist accepts the offer, Academic Affairs closes the posting.
Automatic emails are sent to applicants and candidates not chosen for hire.	

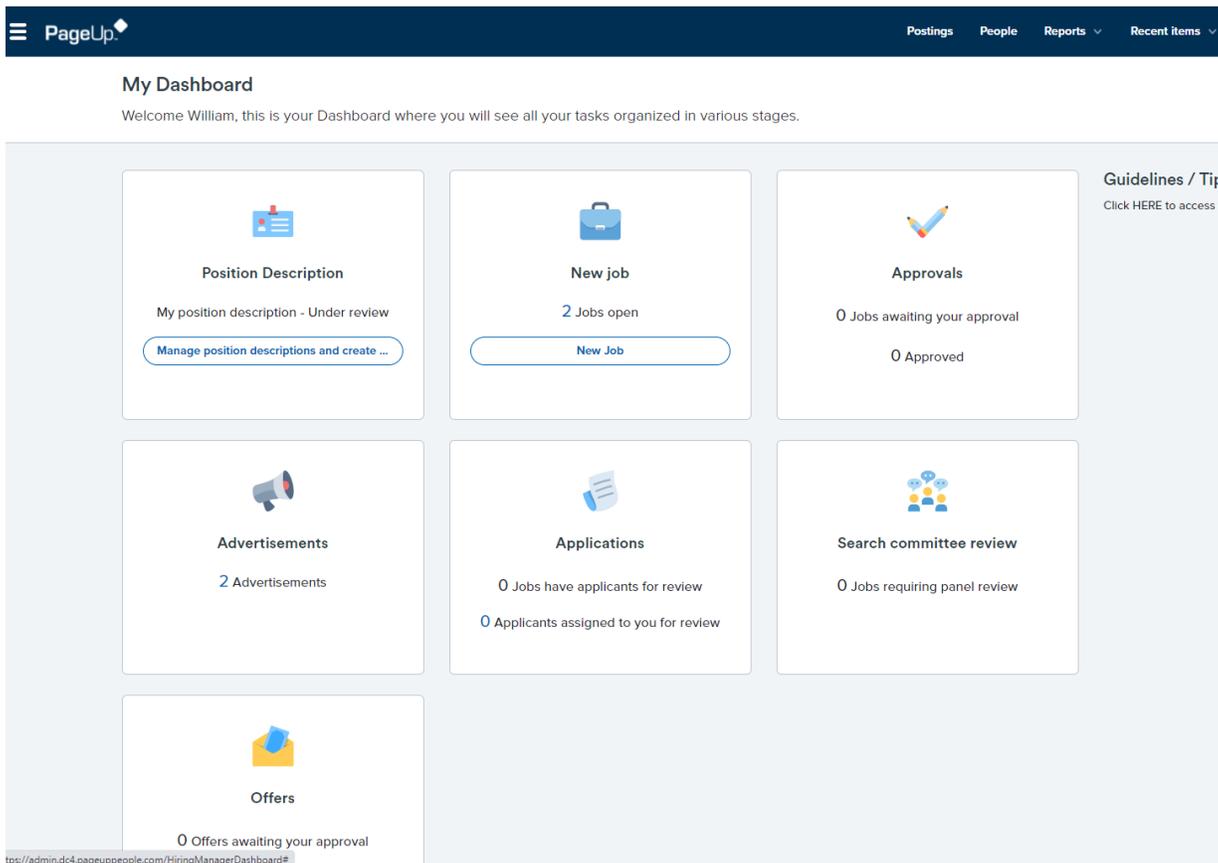
# PAGEUP LOGIN

To enter PageUp, open Google Chrome, the preferred browser for PageUp, and enter <https://mtsu.dc4.pageuppeople.com/> and hit return.

When logging in, you must enter your FSA credentials to gain access via the required SSO (Single Sign-On).

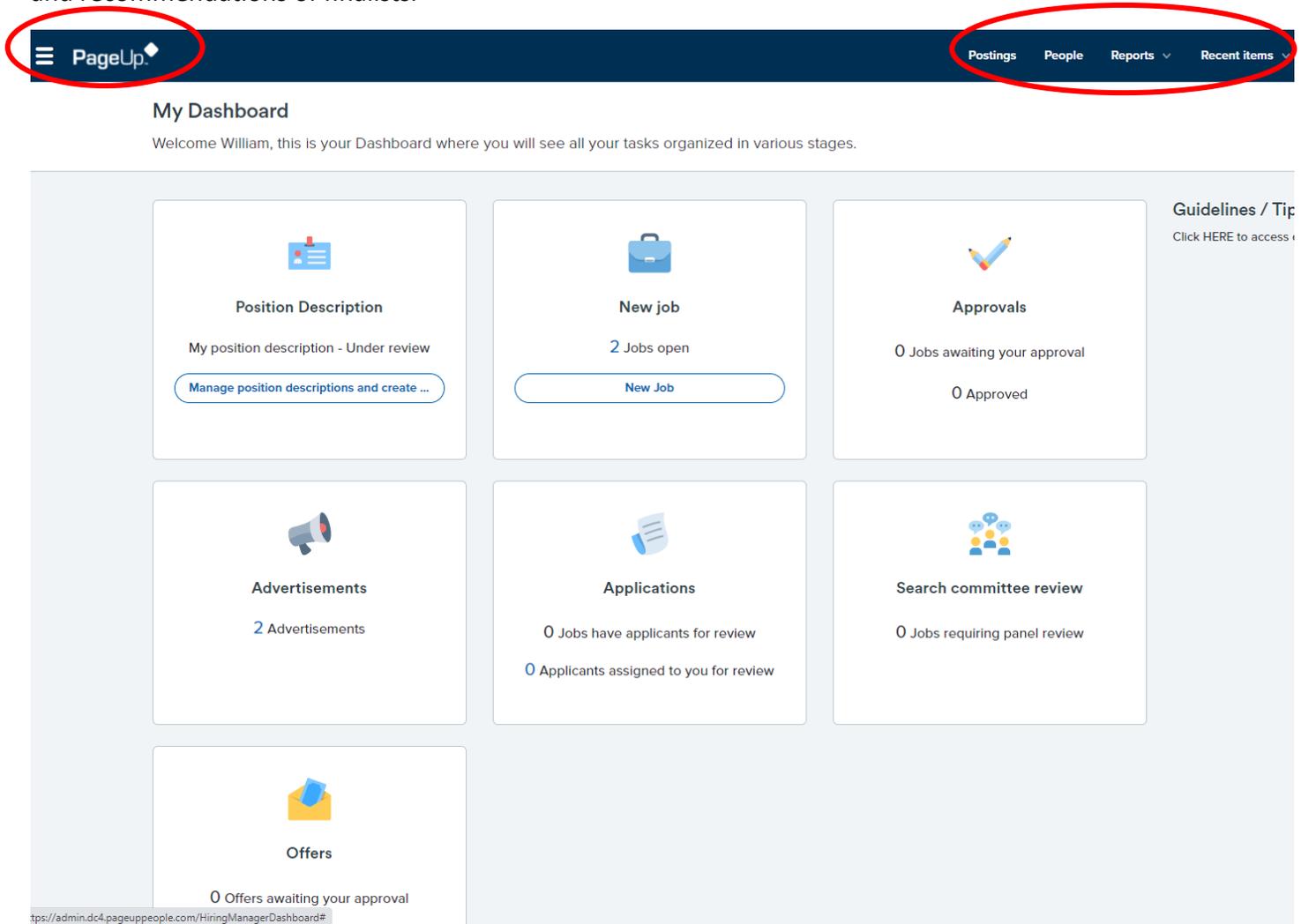


Once logged in, you will see the Recruitment Dashboard.



# RECRUITMENT DASHBOARD

The dashboard identifies all the options available within the PageUp system based on the permissions assigned to you. This is where you will manage your active faculty postings, including the submittal of a pool for approval and recommendations of finalists.



The menu bar at the top of your screen provides the following information:



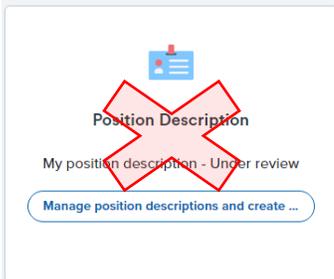
Clicking on this image will bring up a vertical side menu of options based on your permissions in the system. Many of the options available on My Dashboard are listed here. You can select the page you would like to navigate to instead of returning to your dashboard when navigating between sections in the system.



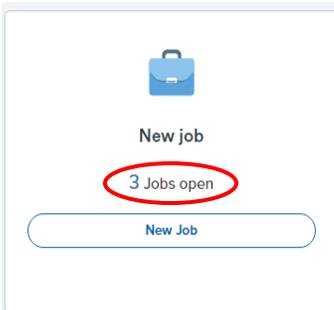
When you are on a page and need to return to the Dashboard, click on the PageUp logo, which will return you to the Dashboard.



The **Postings** link will open up a page that shows postings. The **People** link will provide you with a list of the applicants for a specific posting. Within the **People** tab, click the search button to look at applicants in a specific application status or review applications for a different position. The **Reports** link will provide access to reports you have permission to run. The **Recent Items** drop-down is a quick way to navigate to a previous person or job you have reviewed.

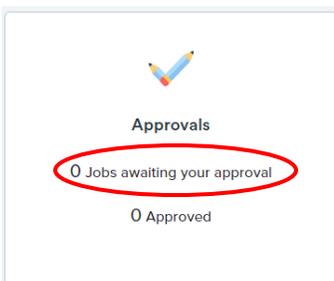


Position Descriptions are only used for administrative/classified position postings. You will not use this field for faculty recruitment.



To view a current job opening within your team, click the “# Jobs Open” link in the New Job box.

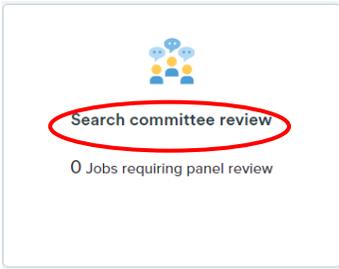
The Faculty Recruitment Specialist is the only one to use the New Job link to initiate a new faculty posting.



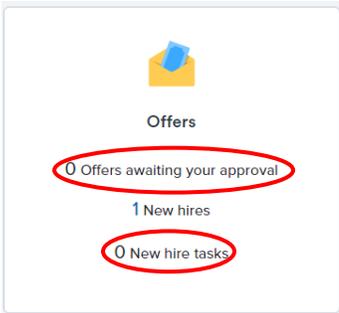
If you are an approver in the postings process, this will provide quick access to the items awaiting your action. Click the “# Jobs awaiting your approval” link to review your action items.



The “# Advertisements” link will provide you with a link to all the jobs we currently have advertised for your department. Click on the link to view.



If you are a search committee member assigned to review applicants for a posting, you can begin your review by clicking this link.



If you approve the offer process, this link will provide quick access to the items awaiting your approval. Click on the “# Offers awaiting your approval” to review your action items.

This dashboard menu also provides you with easy access to any new hire tasks that may be pending by you or your new employee. Click on “# New hire tasks” to view any pending action items.

# INITIATING A FACULTY POSITION POSTING

Please ensure you have obtained the necessary approvals to search. For full details, reference the Guide to Full-Time Faculty Recruitment (rev. September 2023), pages 6-9.

Per the instructions on those pages, you must utilize the [Faculty Line Request Template](#) to receive the proper approvals to initiate a faculty posting.

Departments **WILL NOT** create a Job Card (aka “faculty posting”) within the PageUp hiring system. Instead, once you have obtained the required approvals to search for a faculty position, please complete the [Academic Resources Faculty Posting Request](#) dynamic form.

Completing and submitting this form indicates you have received all required approvals to search and provides the information needed by the Faculty Recruitment Specialist to create your faculty posting within the PageUp hiring system. You must provide details within the form of all information specific to your posting. All required areas are denoted with an asterisk (\*). *NOTE: Provide the M# for each of your committee members within this form, as it is not unusual for us to have multiple faculty members with the same/similar names. Providing the M# will guarantee we add the correct faculty member to your posting for future committee alerts within the system.* You may leave sections not required for your position blank (e.g., Required Related Experience and Required Licensure/Certification/Registration).

Once the Faculty Recruitment Specialist receives the completed form, they will strive to advertise the position on the hiring site as soon as possible. You must have obtained the Provost’s approval before submitting the [Academic Resources Faculty Posting Request](#) form.

# OBTAINING APPLICANT POOL APPROVAL

## COMMITTEE MEMBER ACTIONS:

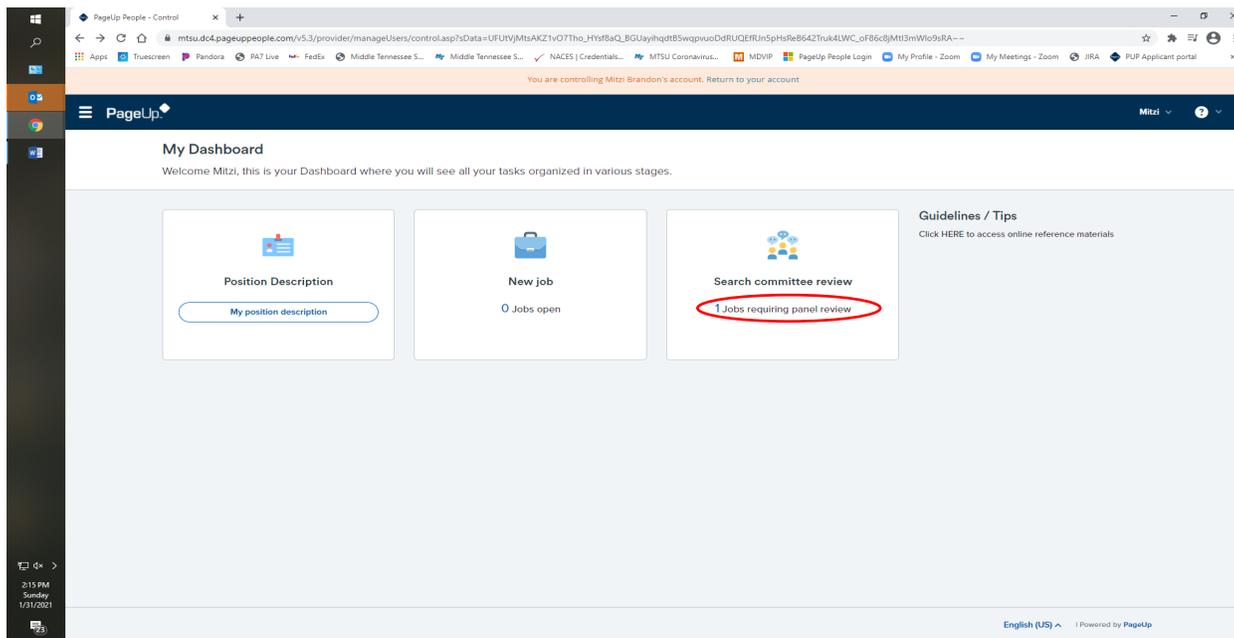
### Review of Applicants' Documents

As a faculty search committee member, you are charged to review ALL applicants to the posting for which you are serving. To assist you during your review of applicants, please use the following instructions to compile and download the applicants' submitted materials.

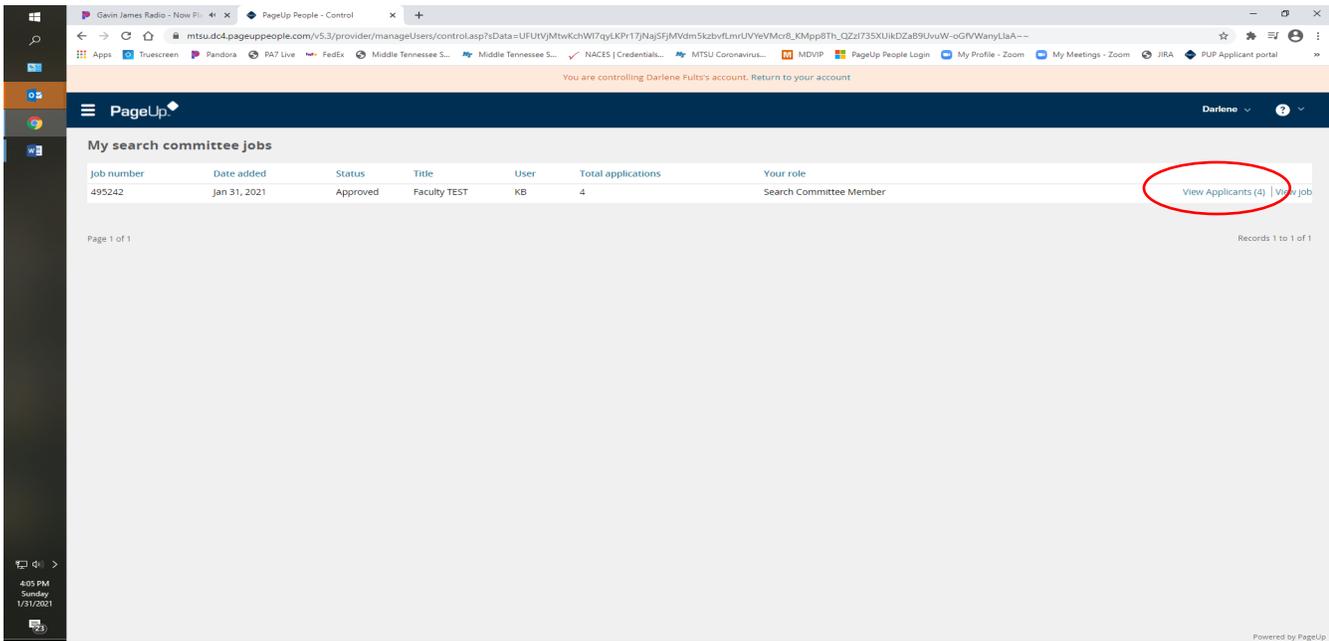
Upon the arrival of the review date for the posting, committee members will receive an email alerting them that they may begin the review of the applicants to the posting. Two links will be provided within the email, allowing you to log in to the hiring system and start your review. The first link will enable you to access the new hiring system. Please reference your committee release email alert for both links needed to review applicants.

Once you have used the provided link to [log in](#) to your Welcome page, locate the "Search committee review" section of the posting and click on the "**# Jobs requiring panel review**" link.

*NOTE: Your posting will not be available until the Review Date of the posting arrives and you have received the email alerting you to begin review.*

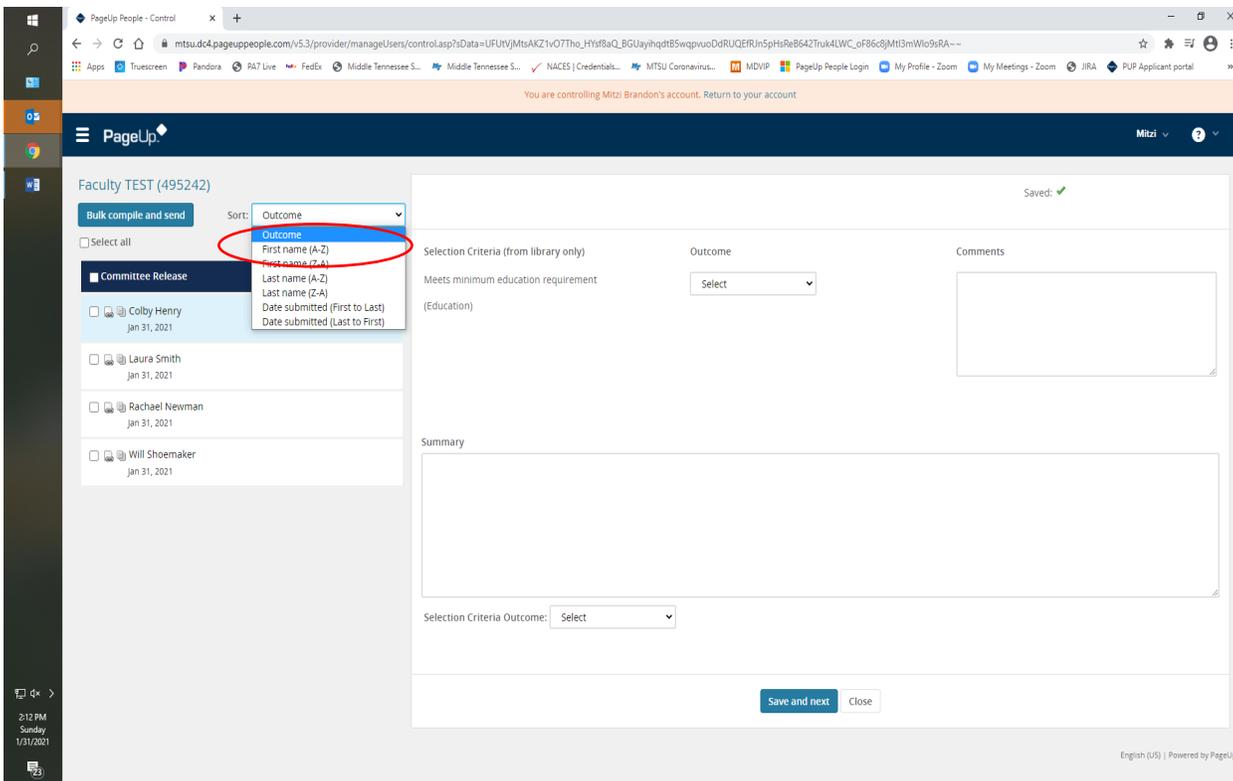


A new page showing "My search committee jobs" will populate and display a list of all jobs available for you as a committee member. Committee members will have two options to select from this page: Selecting "View Job" allows you to see the posting description details and requirements needed to qualify, assisting you in determining if an applicant meets requirements (e.g., required document attachments, required education, required experience). If applicants do not meet the criteria in the position description, you cannot consider them and shouldn't move them forward for pool approval.

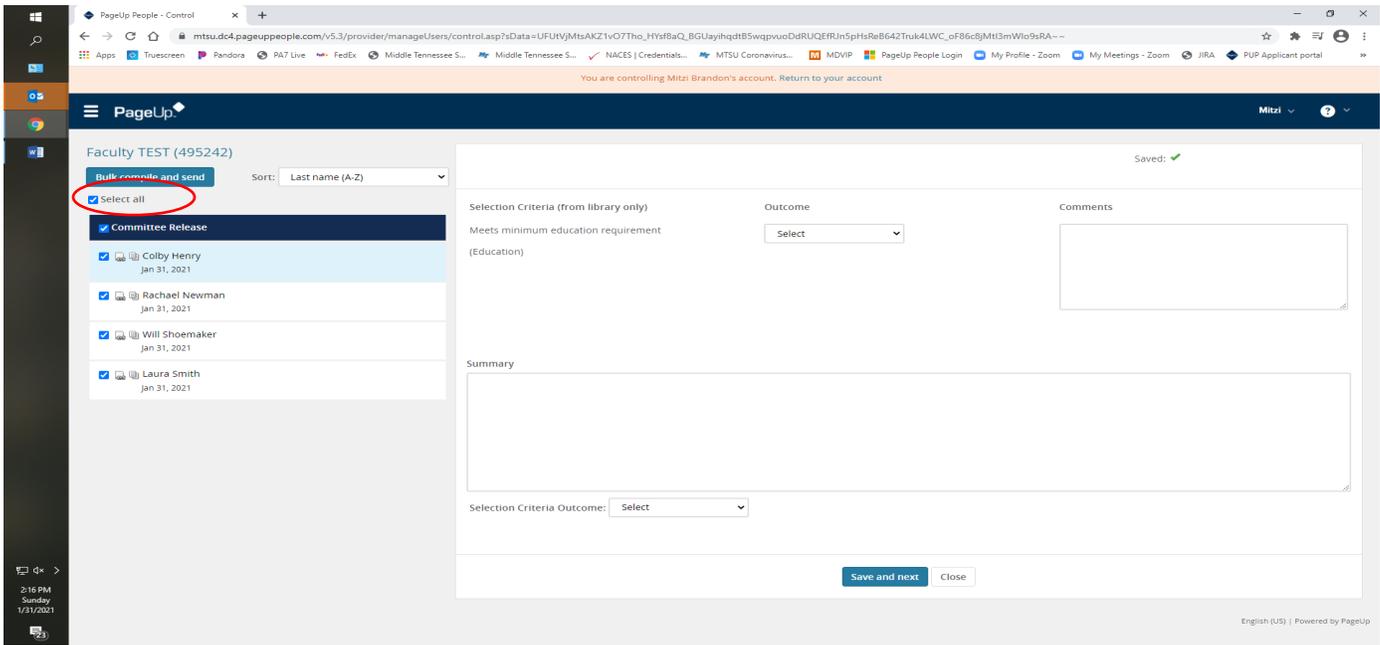


**Note to Search Committee Chairs:** You will have three options available (View Applicants, View Responses, and Edit Job – edits will not be available as this is a read-only option to allow chairs to review the posting requirements). **Directions for Search Committee Chairs to submit the pool within the hiring system are provided below.**

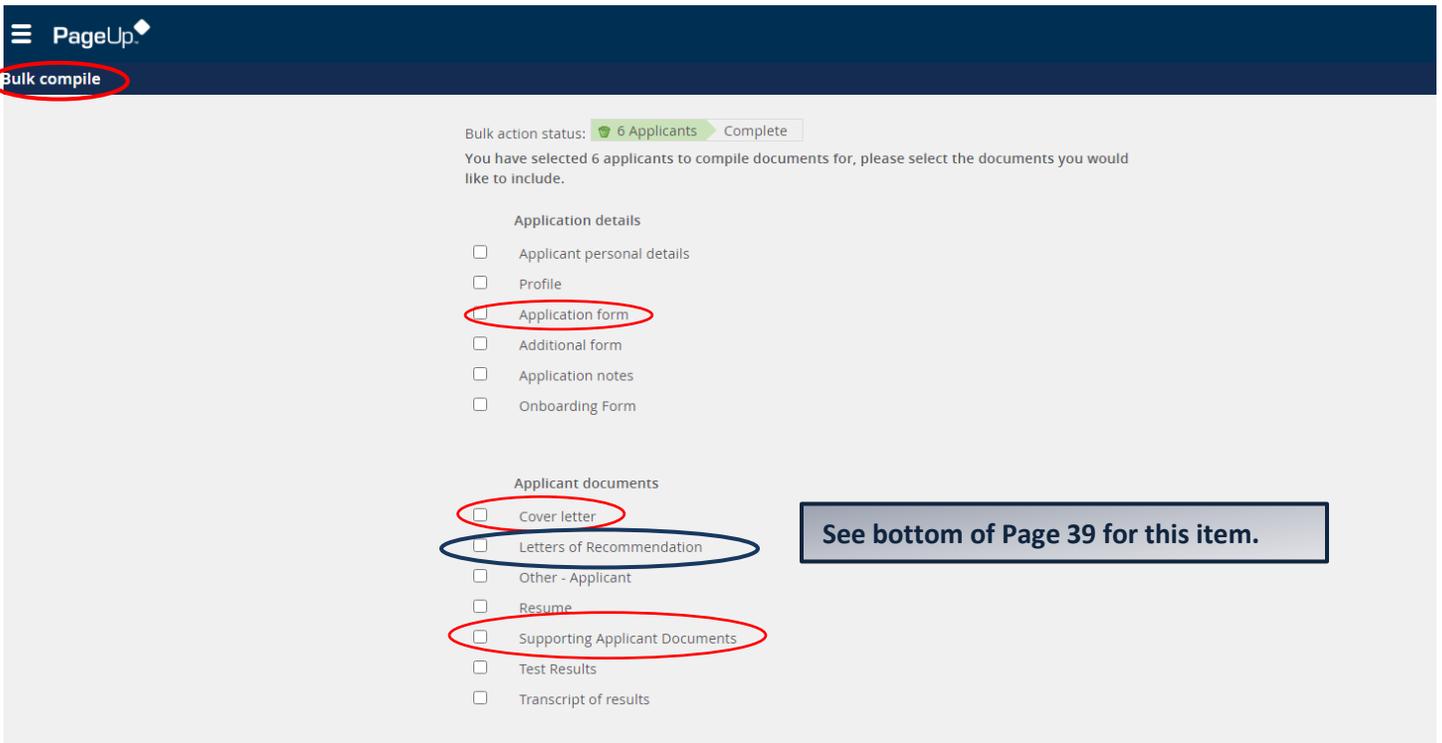
Selecting “Review Applicants” will allow you to review all documents submitted by applicants. The list of applicants will be displayed on the left-hand side. Select to sort the review “Outcome” by choosing the Last name (A-Z) sort option first.



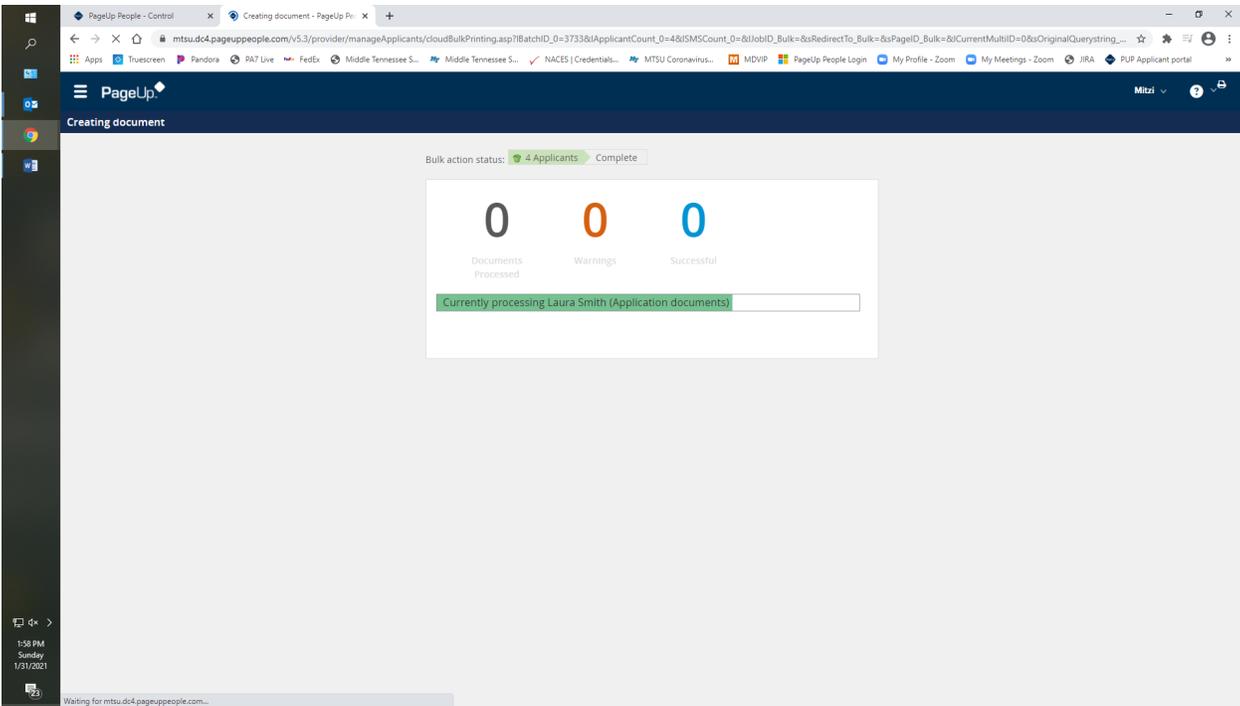
Saving the bulk compile and send report allows you to reference applicants' documents, including all attachments, at any point. To initiate the report, check the "Select all" button and click on the blue "Bulk compile and send" button below the job title and just above the applicant list. ***(This action remains available for committee members to perform when applicants are in the "Under Review by Department" workflow.)***



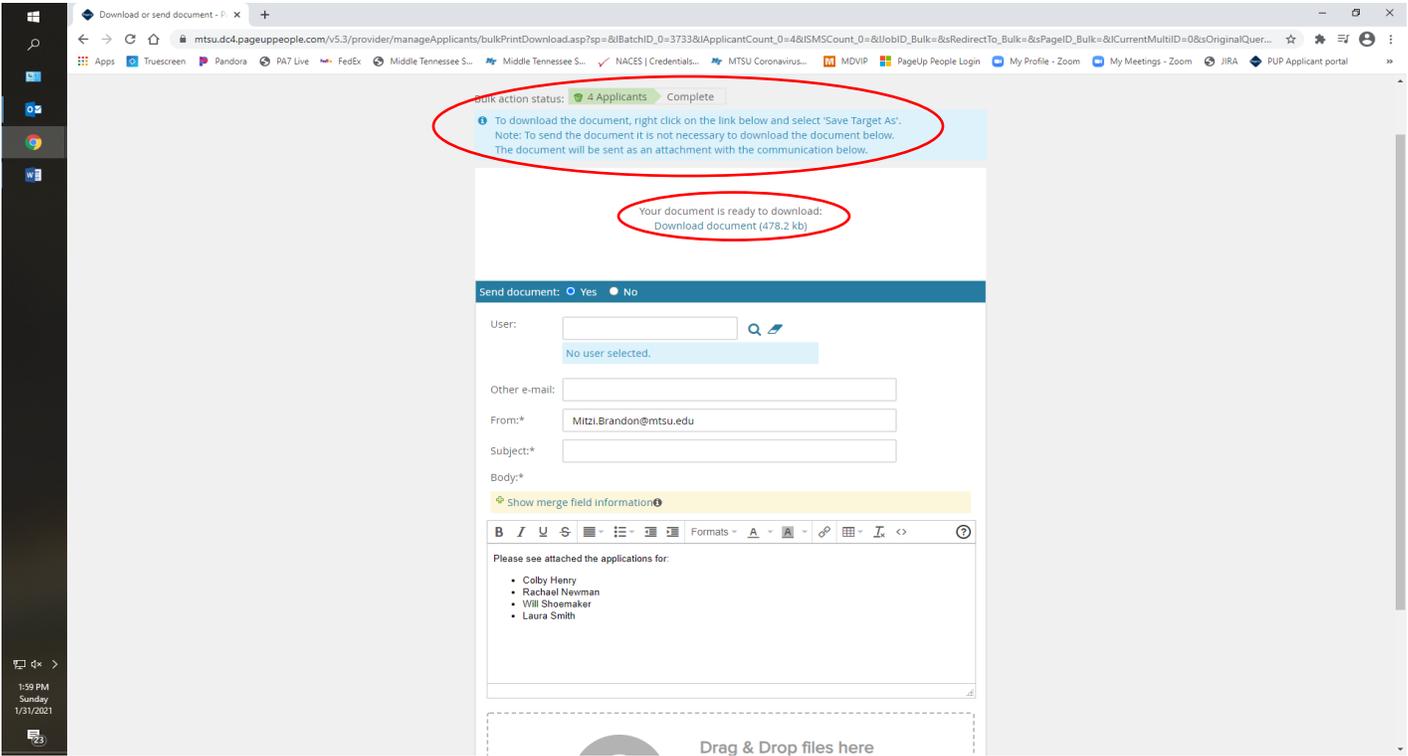
A new page will populate titled "Bulk Compile." At this review stage, please select the following categories as you compile the applicant information: Under Applicant details – Application form; Under Applicant documents – Cover letter, Resumé, and Supporting Applicant Documents. Scroll to the bottom of the page and click "Create PDF."



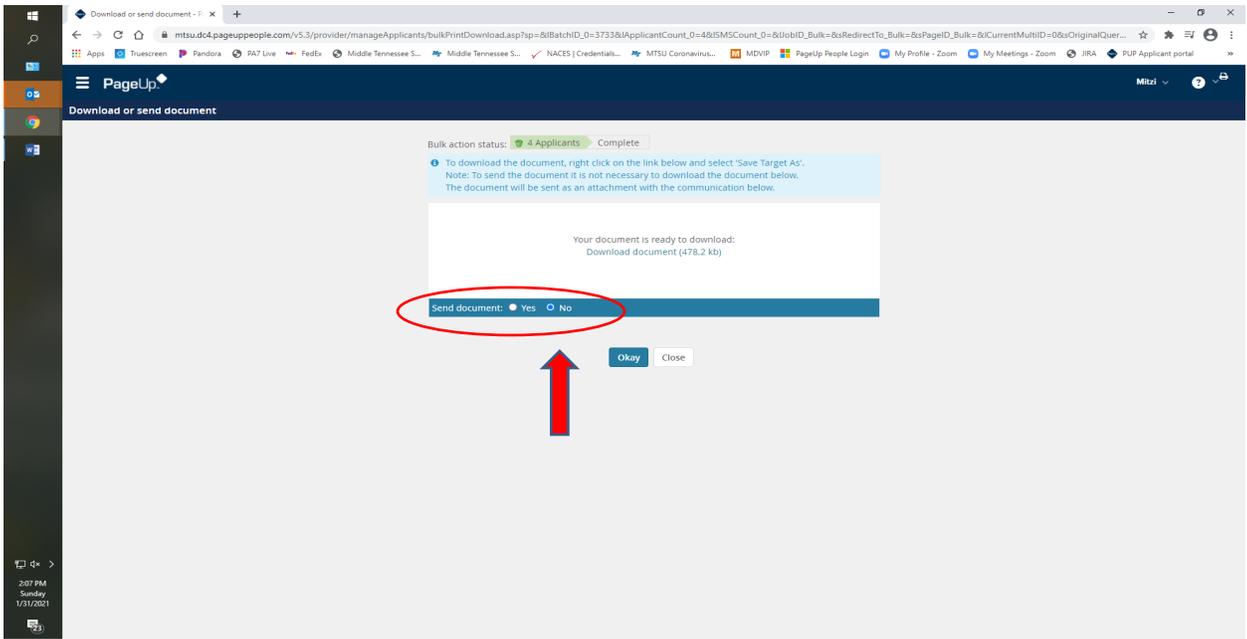
As the report is compiled, a screen will display, showing the report's progress.



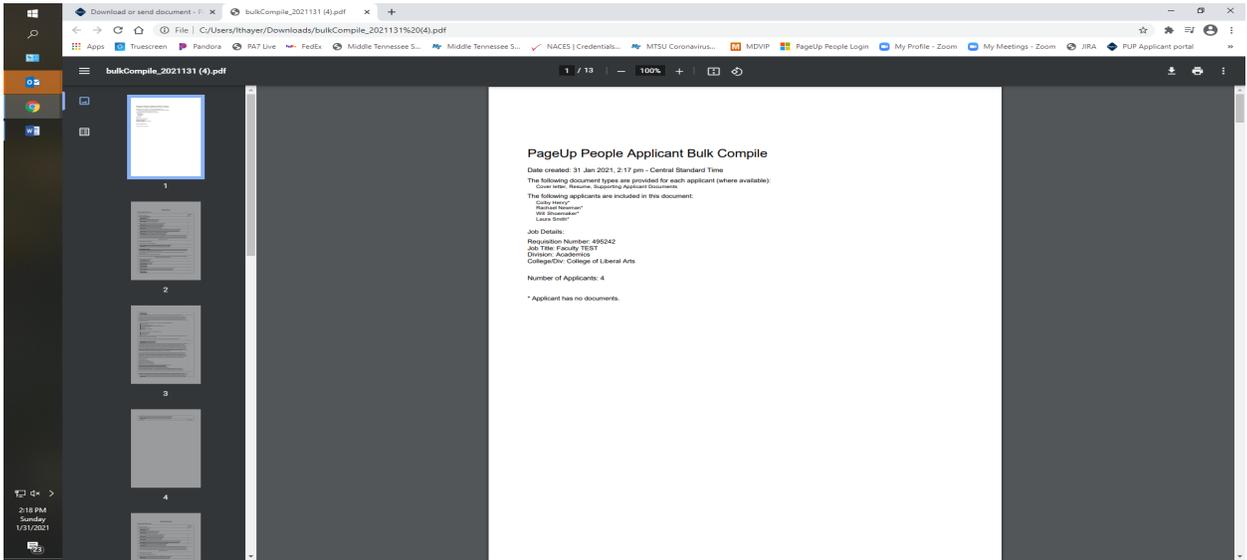
Once the compiled documents are complete, a page will display instructions on downloading or saving the document. NOTE: A warning message regarding the file size may populate if the response to your posting has been significant. Please disregard the warning, as you will not send the document to anyone.



Please select NO on the question “Send document.” Your options to view the download or save it will remain available to you as the email portion of the screen disappears. To view the document, click download and look in the lower left-hand corner to locate the report. If you want to save the download **as recommended** for later access and review, open the file and save it to your chosen location.



The compiled document report will have a cover page listing the position and the applicants whose materials have been included in the download. All documents downloaded will be available for you to scroll through page by page for close review to ensure all required documents are provided. Applicants who fail to attach all the necessary documents successfully cannot be considered for the position.



**NOTE:** If you do not perform and save the “Bulk Compile” report during your initial review, you can perform this step at two later stages. (See page 39.)

## Individual Member Review Comments:

Individual committee members **will not use the online hiring system** to record the review of applicants. Instead, you should use the [Faculty Application Selection Criteria](#) form to record your reviews. A link to this form is provided within the email alert you will receive on the review date for your posting. You may also locate this fillable Excel form on our [website](#). This form will download to your computer and can be renamed and saved to a location of your choice.

Faculty Applicant Selection Criteria						
(Selection criteria listed within the posting establishes the required committee review responses needed below. Response is not mandatory for criteria not required within the posting. Please be sure to confirm the applicant has successfully submitted ALL document attachments required in the posting. Applicants who fail to attach all required documents cannot be considered.)						
Position Title						
Position Number						
Department						
Applicants (referred to as "Candidates" once approved by E&C in the Candidate Interview Pool)						
Name	Highest Degree	Degree Discipline	Years of Experience	Desirables	License/Registration and/or Certifications	Strengths/Limitations

As committee members, please adhere to your posting’s requirements during your review. You cannot introduce new requirement criteria not advertised in the posting but must only consider the posting requirements during your review (e.g., a degree from “ivy-league” school).

After individual review, the entire committee should meet to discuss and determine the applicants they will recommend in the pool to submit for approval. Your committee chair will need strengths and limitations to enter into the hiring system for those recommended for pool approval. **This is only required for applicants being recommended for the pool.**

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**REMEMBER: Committee members may not contact applicants until IE&C approves them as candidate in the pool.**

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## OBTAINING APPLICANT POOL APPROVAL – CONT.

### SEARCH COMMITTEE CHAIR ACTIONS:

#### Submittal of Applicant Pool for Review and Approval

Initiating the submittal of the recommended applicant pool occurs after your committee meets to discuss the outcome of the individual search committee members' review of all applicants. Only you, as the Search Committee Chair, will enter the selection criteria within the system, which the committee has determined collectively for the applicants recommended for the pool. **DO NOT** have individual committee members include their review responses in the system.

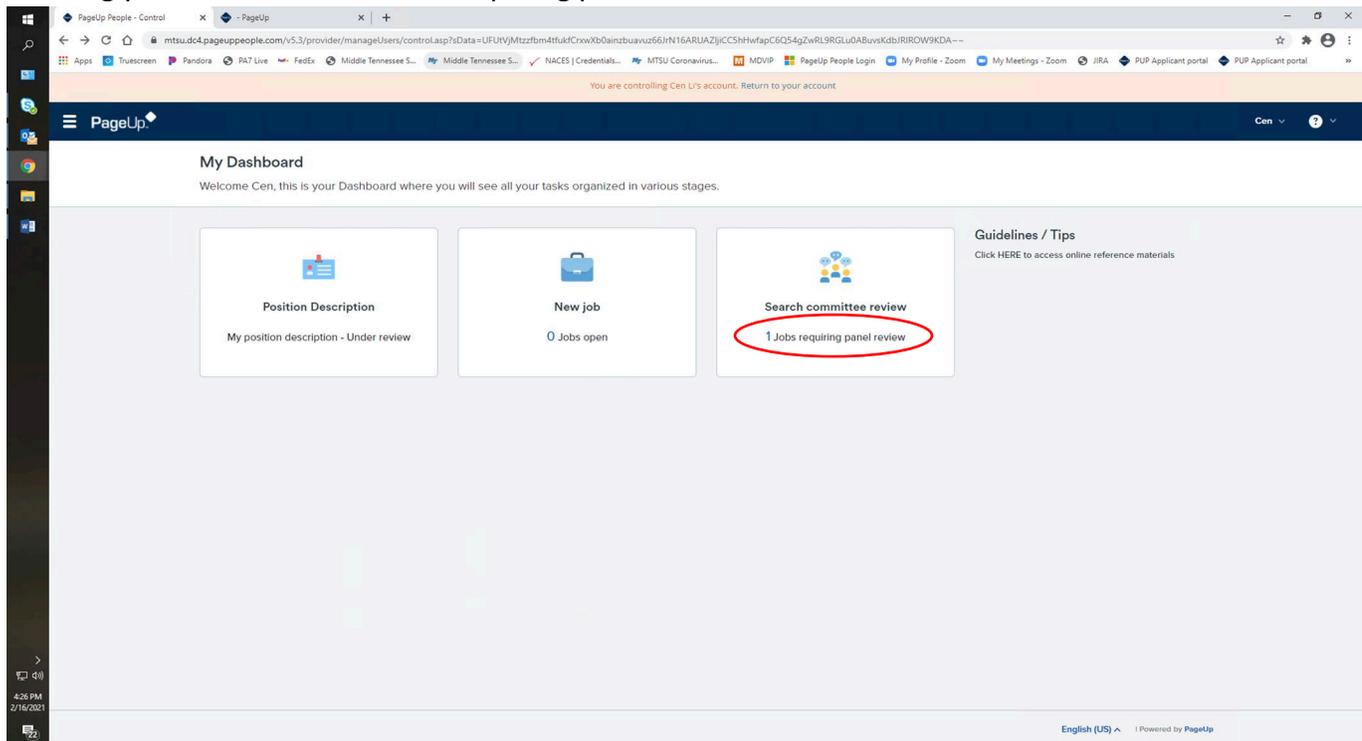
Suppose your Department Chair elects to perform the online review instead. In that case, they must notify the Faculty Recruitment Specialist to make adjustments within the posting to allow them access to complete the selection criteria review(s).

Search Committee Chairs will not MOVE applicants within the PageUp hiring system. Only the department chair will have the ability to move the applicants being recommended in the pool.

Please read through the following steps before completing the required review of applicants being submitted for pool approval.

Login to the hiring site at <https://mtsu.dc4.pageuppeople.com/>

You will see the “My Dashboard” screen display, which provides the “Search committee review” section, allowing you to click on the “# Job requiring panel review” link.

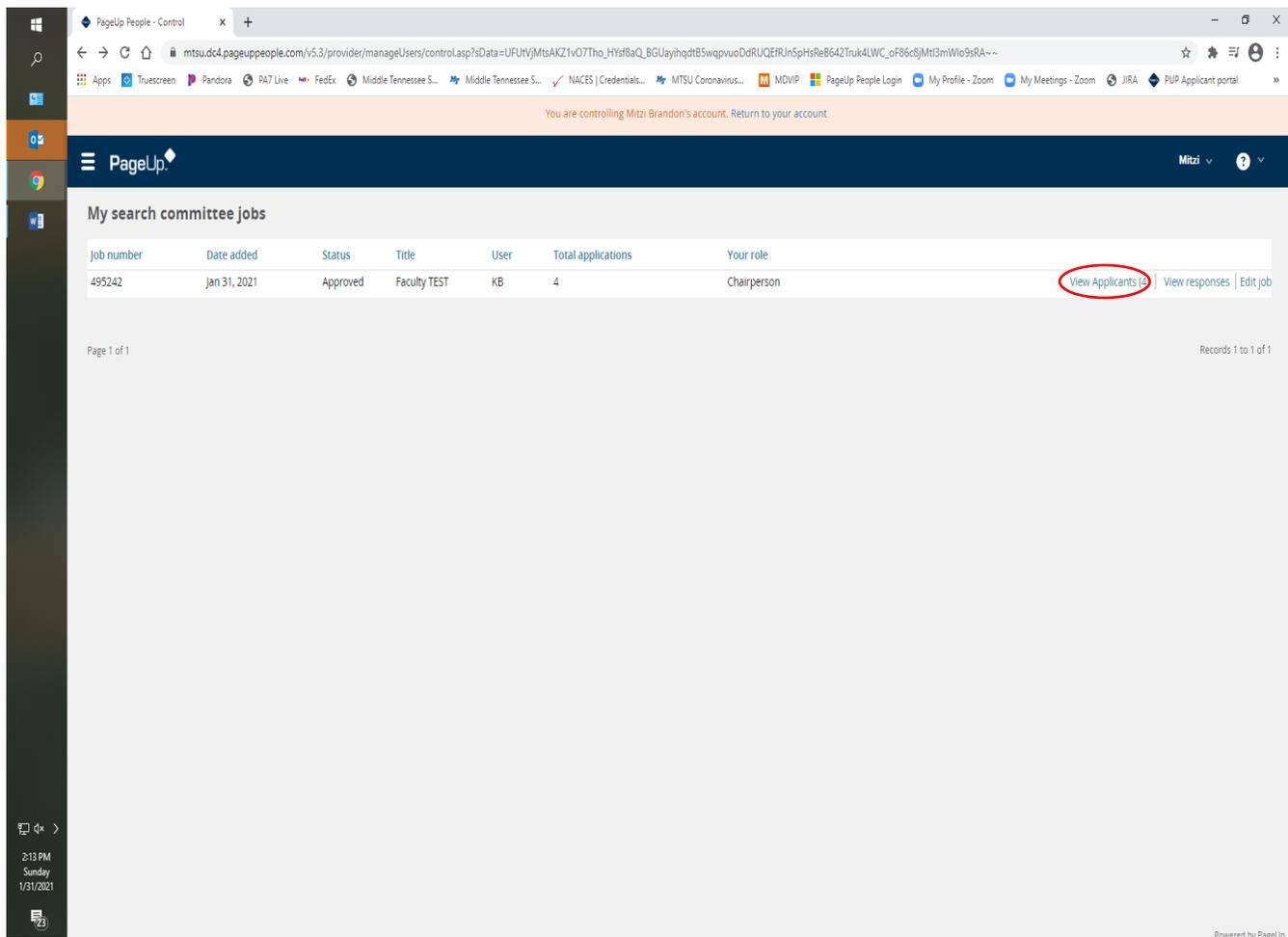


The screenshot displays the PageUp 'My Dashboard' interface. At the top, there is a navigation bar with the PageUp logo and a user profile dropdown for 'Cen'. Below the navigation bar, the dashboard title 'My Dashboard' is followed by a welcome message: 'Welcome Cen, this is your Dashboard where you will see all your tasks organized in various stages.' The main content area features three task cards: 'Position Description' (My position description - Under review), 'New job' (0 Jobs open), and 'Search committee review' (1 Jobs requiring panel review). The 'Search committee review' card is highlighted with a red circle. To the right of these cards is a 'Guidelines / Tips' section with a link to 'Click HERE to access online reference materials'. The bottom of the dashboard shows the language setting 'English (US)' and the text 'Powered by PageUp'.

“My search committee jobs” page will appear, displaying a list of jobs for which you serve on a committee. As Search Committee Chair, you will see three options: View Applicants, View Responses, and Edit Job.

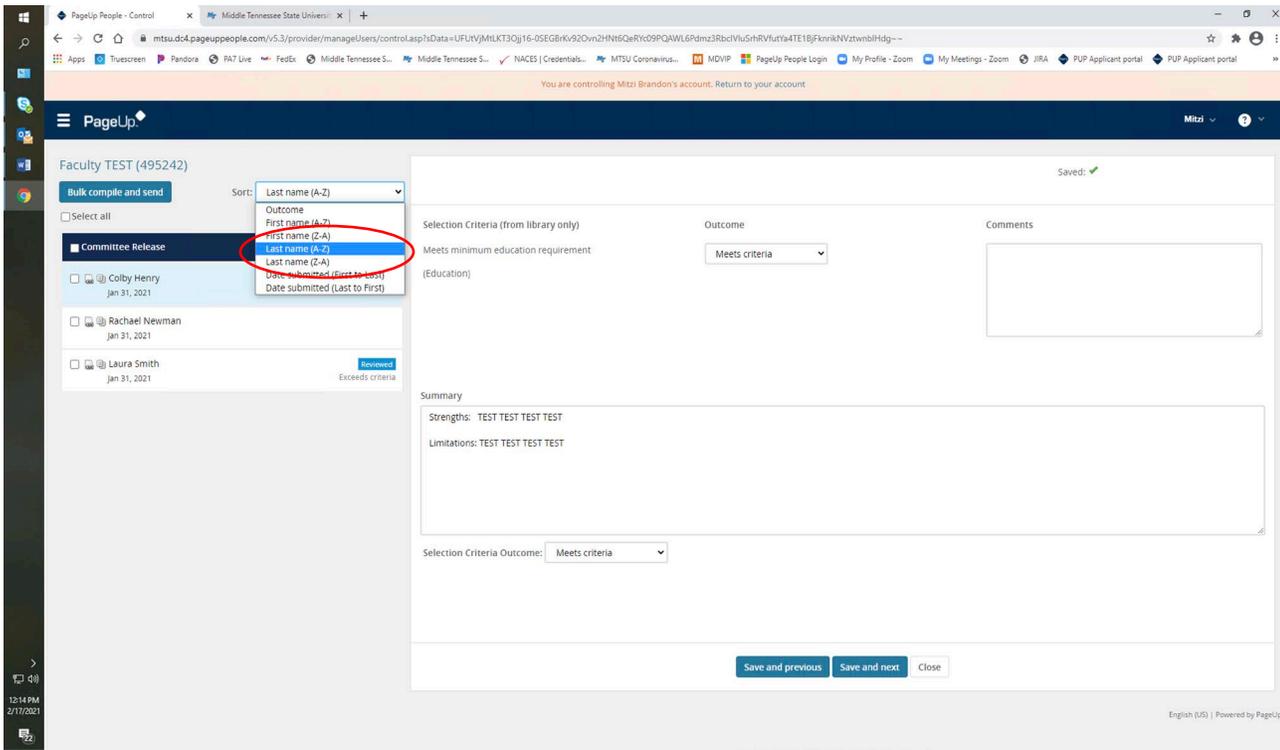
- “View Applicants” allows you to provide the required selection criteria responses for pool submittal.
- “View response” is not being utilized at this point since your committee members must perform their reviews outside the online hiring system using the “Faculty Applicant Selection Criteria” Excel form.
- “Edit Job” allows you to view the posting and its requirements as you complete the review of applicants submitted for pool approval. You will not have the ability to edit the posting.

Select the “View Applicants” option to see the list of all applicants, just as you did when performing your review of all applicants during the committee review.

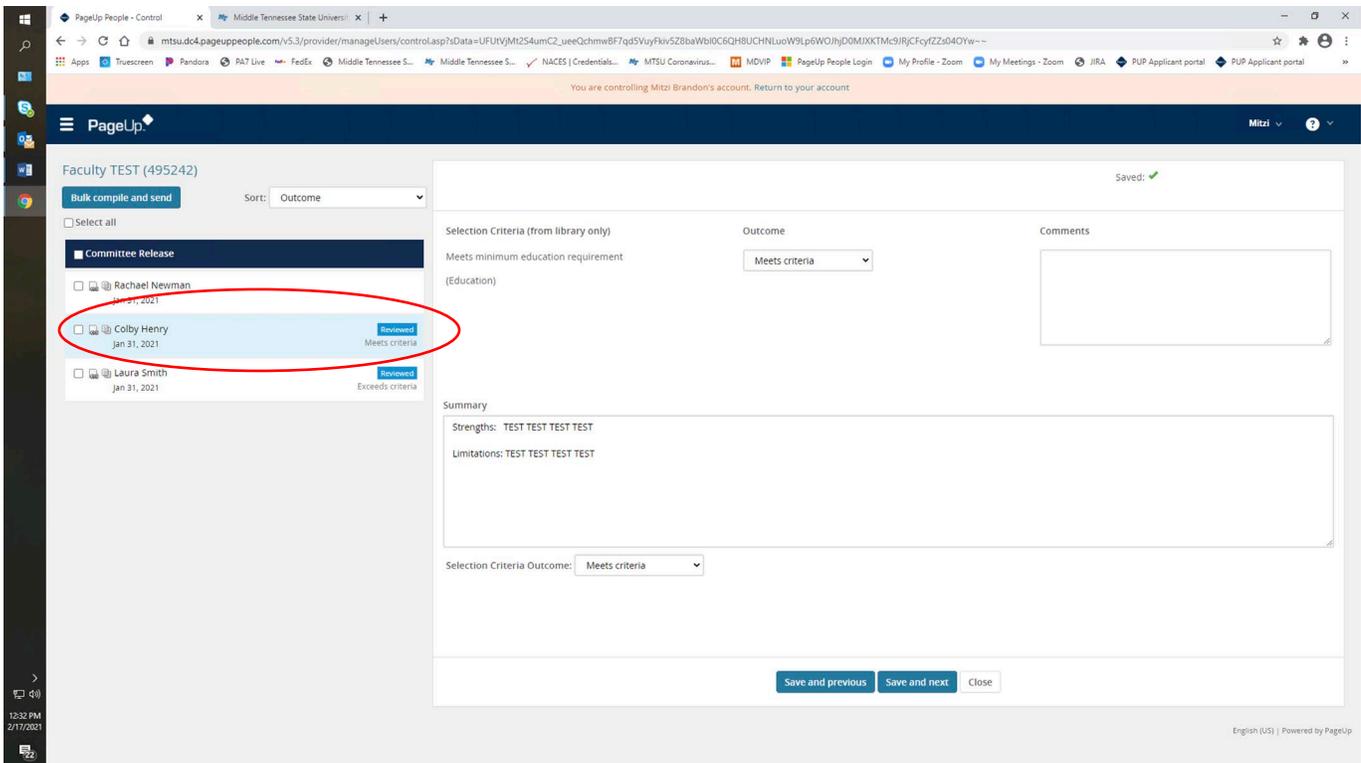


**You will ONLY be required to enter selection criteria in PageUp for applicants recommended for the pool.**

You may have a significant applicant response, so as you begin your review, please use the “Sort” function to display your applicants alphabetically. This will assist you in selecting the applicants for whom you are about to enter the review outcomes for your recommended pool.

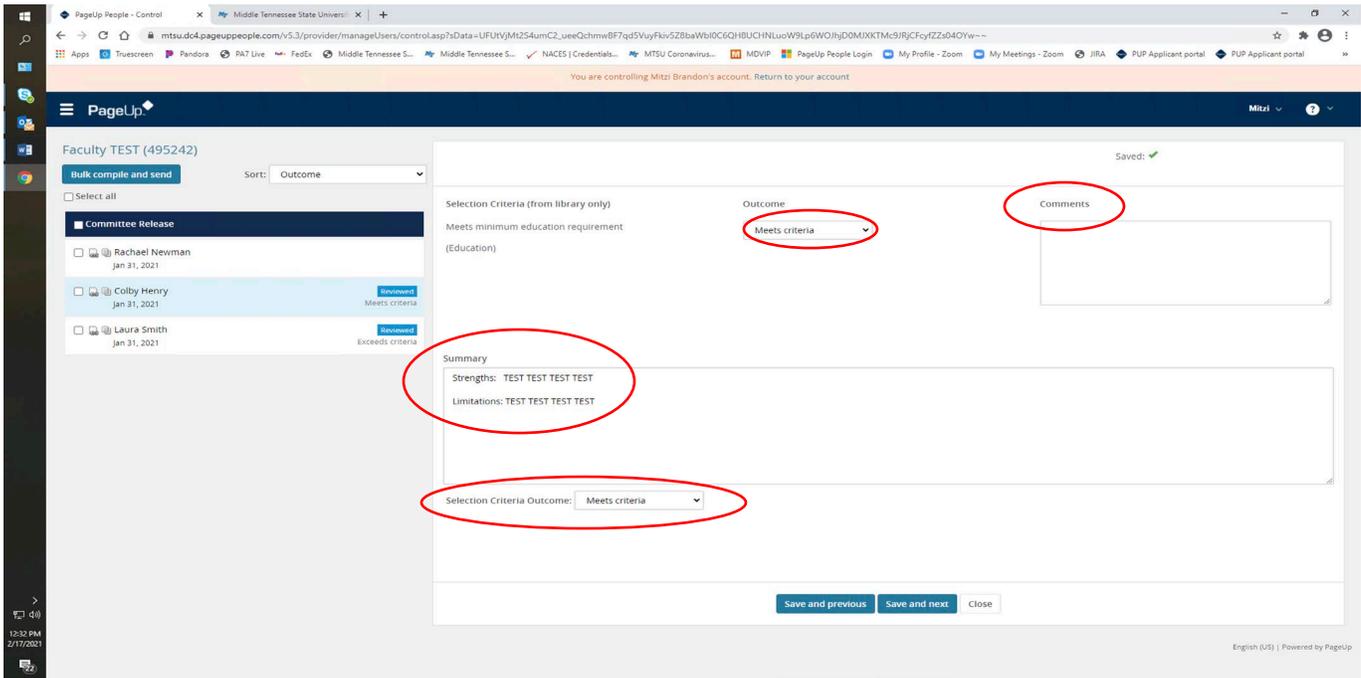


Please use caution to ensure you enter information for the correct recommended applicant as you go through your applicant list. You may scroll through the list and click on the applicant's name to enter their information. The applicant's name should be **highlighted in blue**, confirming you are entering information on the intended applicant.

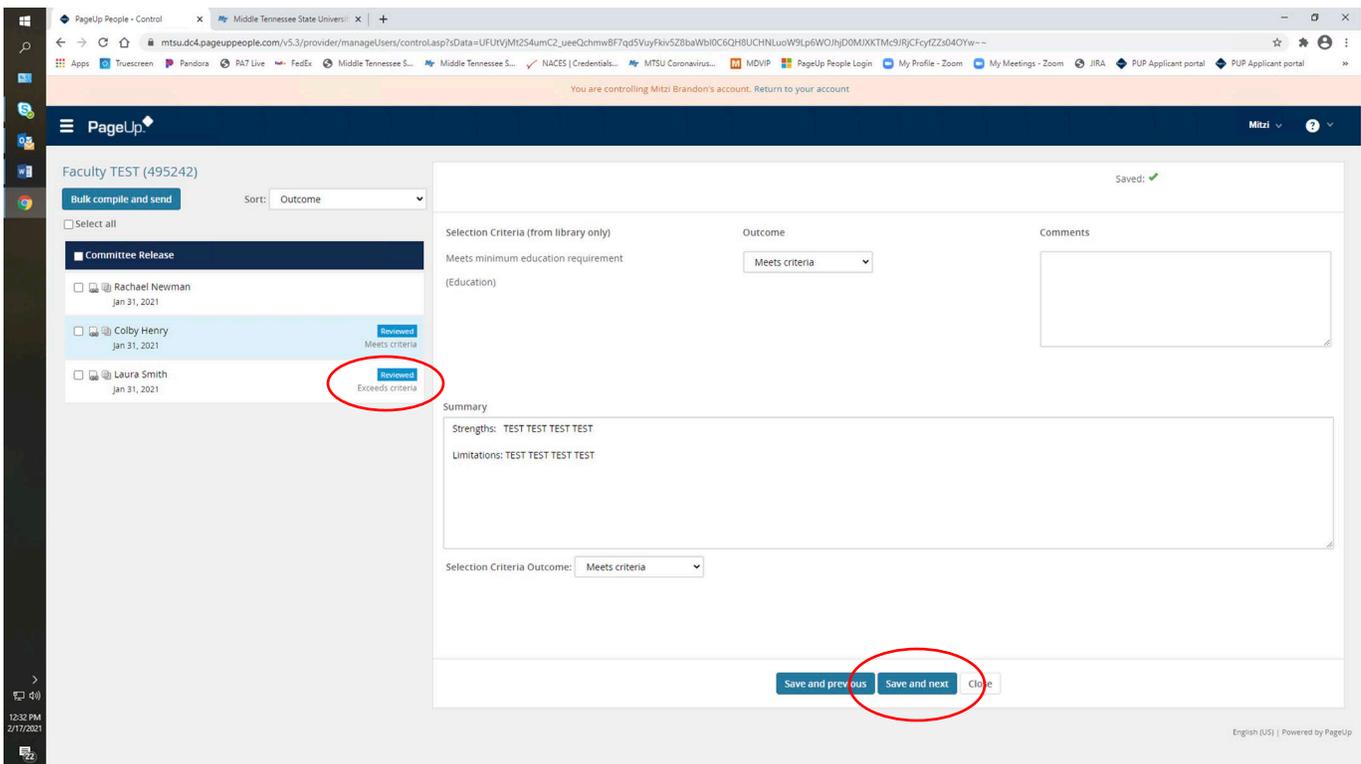


Selection criteria categories, specific to the posting's requirements, will be available and require the search committee chair to select a response (e.g., does not meet criteria, meets criteria, or exceeds criteria) for each

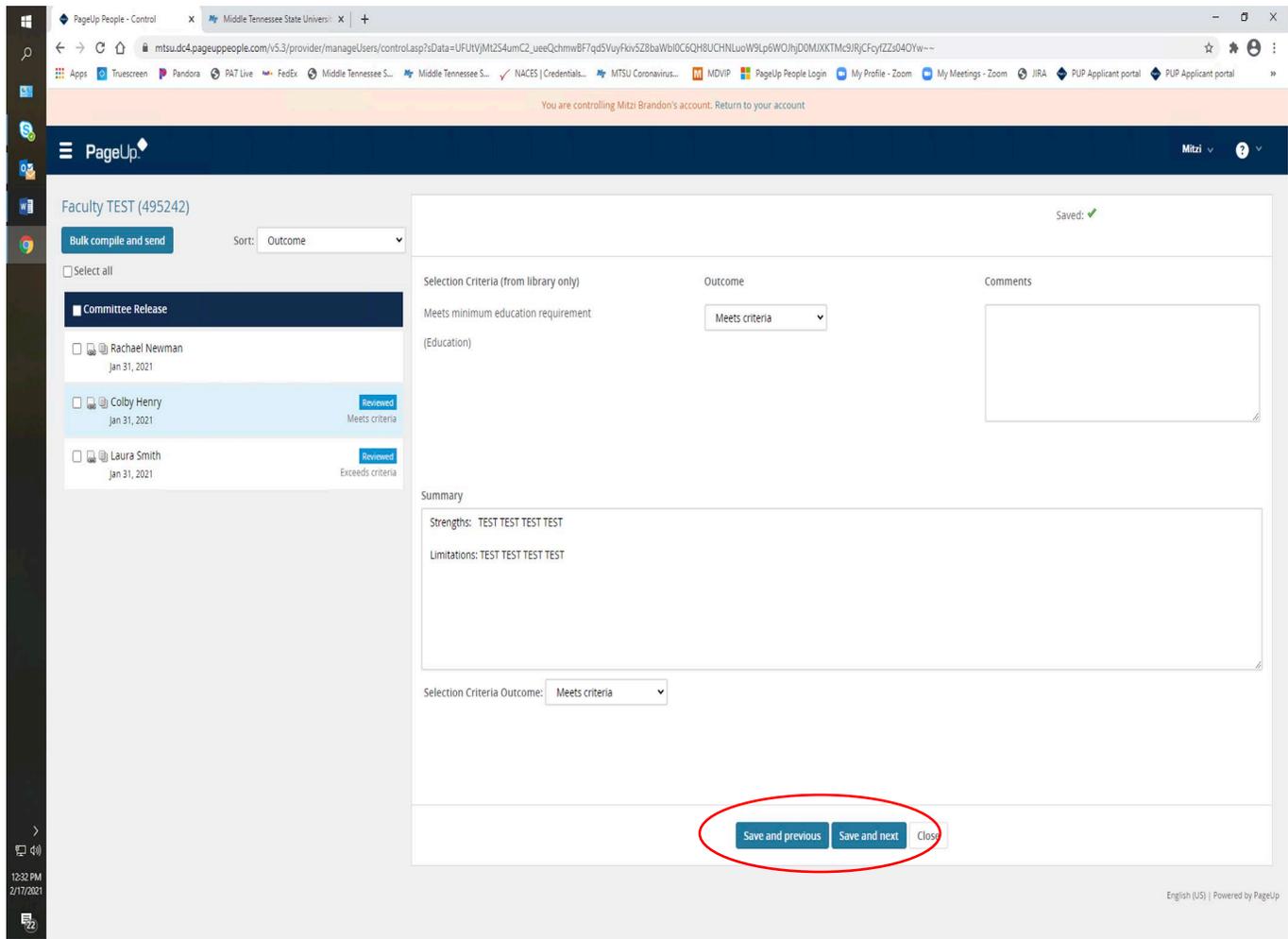
category. You may also elect to enter comments for each category if you choose. Strengths and Limitations should be detailed below the selection criteria categories in the “Summary” box. An overall criteria outcome rating (located below the Summary area) should be selected.



You must save your response before moving to the next applicant. As you “Save” and move through your list, a “Reviewed” flag and the overall criteria response you chose will appear by the right hand of your applicant’s name in your applicant list, confirming your input.



You can navigate through your list of applicants by scrolling through the list and clicking on the next applicant's name (helpful with significant applicant response), OR you may use the "Save and previous" OR "Save and next" function buttons at the bottom of the page to move through your list of applicants. Please confirm you are on the intended applicant's review page by noting their name highlighted in blue on the list at the left-hand side of the page.



Since committee chairs are not moving applicants through the online hiring system, an automatic email alert to your department chair cannot be generated. Once the selection criteria response reviews are in the system, **please email your department chair** to let them know you have completed the process and provide them with the list of recommended applicants. *Please also provide your department chair with the names of any applicants you have detected who failed to apply successfully or do not meet the qualifications and cannot be considered at any point for this particular search.*

**WARNING:** It is essential to confirm at least one committee member has saved the compiled document attachments downloaded while reviewing the applicants if the committee intends to refer back to any documents at any point in the future. You will only have access to applicants and their materials while they are in the "Committee Release," "Under Review by Department," "Approved as Candidate for Interview," and "Finalist Interview Scheduled" workflow states.

## OBTAINING APPLICANT POOL APPROVAL – CONT.

### DEPARTMENT CHAIR ACTIONS:

Search Committee Chairs are instructed to enter the selection criteria responses for applicants recommended in the pool and then provide their department chair with an emailed list of the applicants recommended in the pool. Afterward, department chairs may access the applicants to provide their review/approval before the submittal of the pool to the dean. *(If, as a department chair, you have elected to enter the selection criteria responses for applicants being recommended in the pool rather than having this action performed by your search committee chair as intended in the system, please notify the Faculty Recruitment Specialist so that changes can be made within the posting allowing you access to perform this function.)*

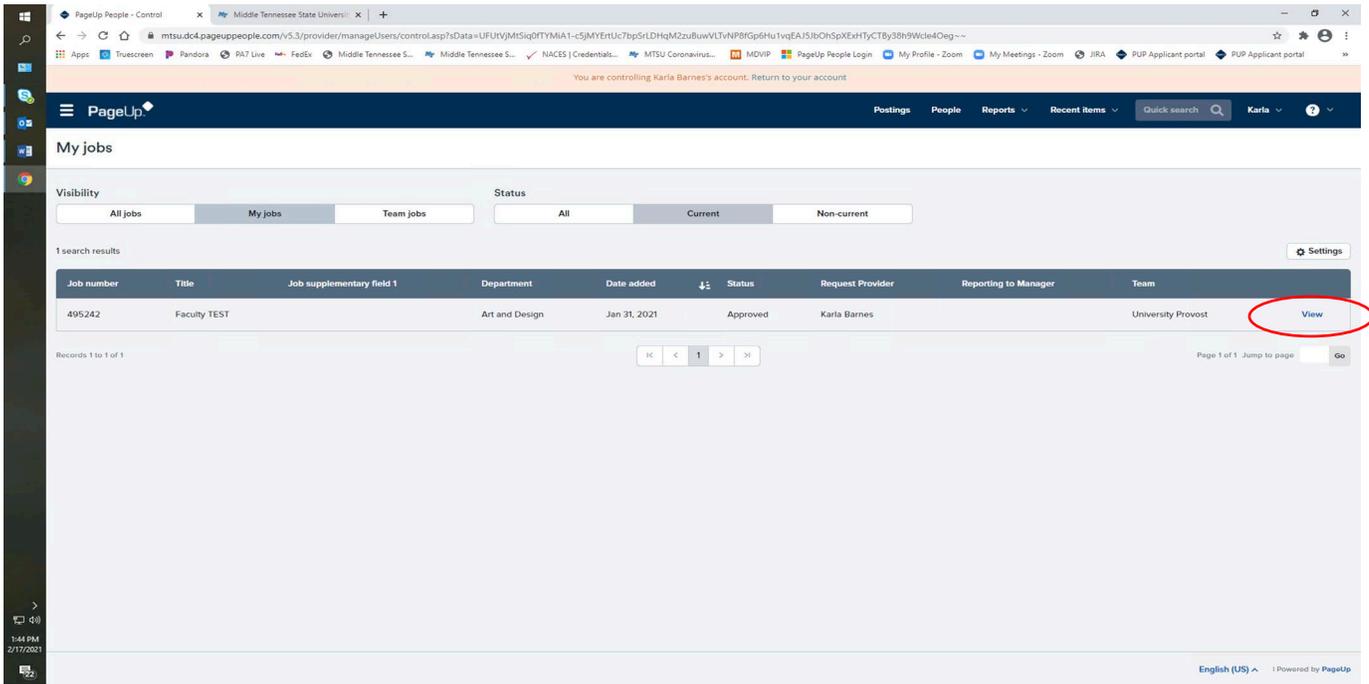
*Otherwise, department chairs are asked to confirm the selection criteria (e.g., strengths/limitations) entered before moving the pool forward in the system. Without this information entered into the system, Equity and Compliance will not be able to conduct their review of the pool, and it will be returned for completion without review approval.*

Department Chairs should log into the hiring system at <https://mtsu.dc4.pageuppeople.com/>

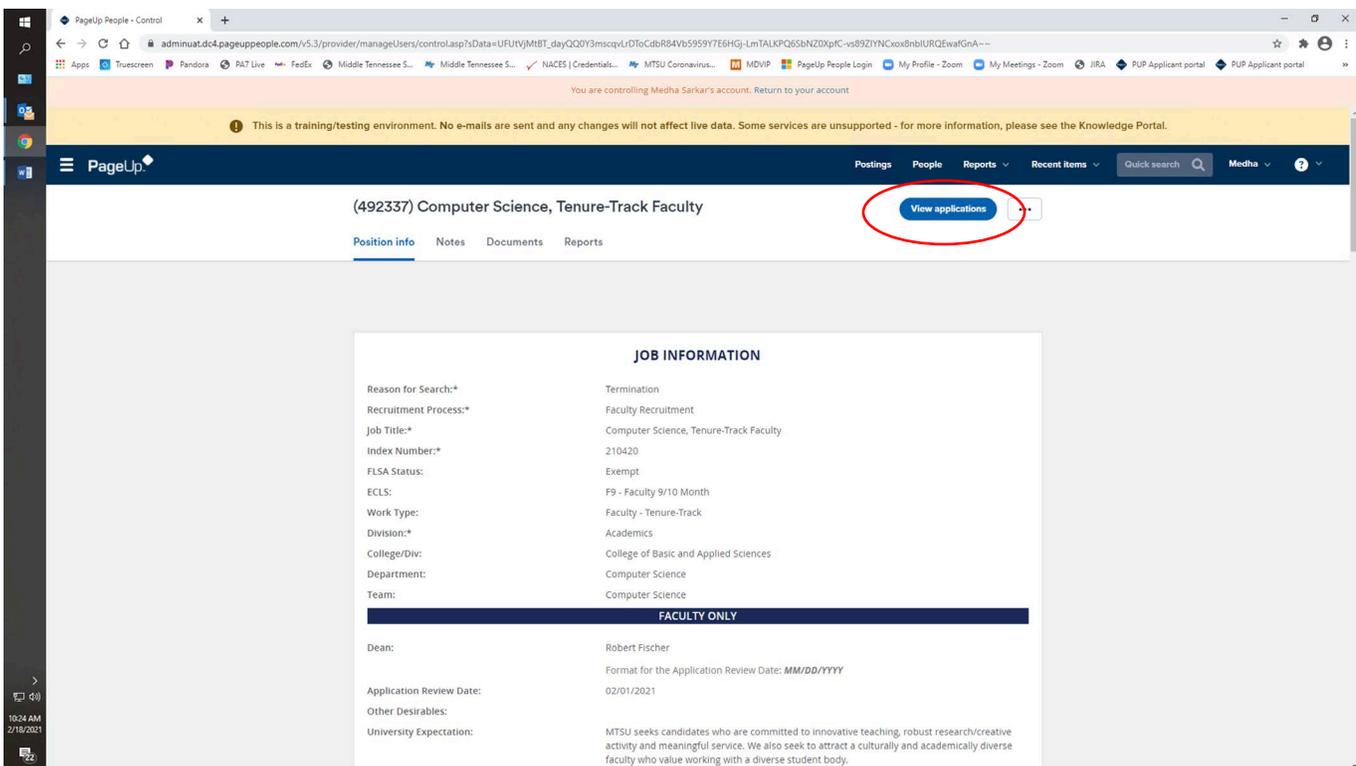
Locate your “My Dashboard” screen display. Under the “New Job” field, click on the “# Job open” link to travel in the system to your posting(s).

The screenshot shows the PageUp People Control system dashboard. The browser address bar displays the URL: [mtsu.dc4.pageuppeople.com/v5.3/provider/manageUsers/control.asp?sData=UFUYVjMjBxRWJjOjE1UCFgSQjU8LzKmSnO2COPbbaX68dqRVL58EYAQuXNi-qLsCTU1HP239TZeoYzD8\\_GR9VOfglw--](https://mtsu.dc4.pageuppeople.com/v5.3/provider/manageUsers/control.asp?sData=UFUYVjMjBxRWJjOjE1UCFgSQjU8LzKmSnO2COPbbaX68dqRVL58EYAQuXNi-qLsCTU1HP239TZeoYzD8_GR9VOfglw--). The dashboard header includes the PageUp logo and navigation links for Postings, People, Reports, Recent Items, and a search bar. The main content area is titled "My Dashboard" and contains several widgets: "Position Description" (1 My position description - Under review), "New job" (1 Jobs open, with a "New Job" button), "Approvals" (0 Jobs awaiting your approval, 0 Approved), "Advertisements" (1 Advertisements), "Search committee review" (0 Jobs requiring panel review), and "Offers" (0 Offers awaiting your approval, 0 New hires, 0 New hire tasks). A "Guidelines / Tips" section is also visible on the right side.

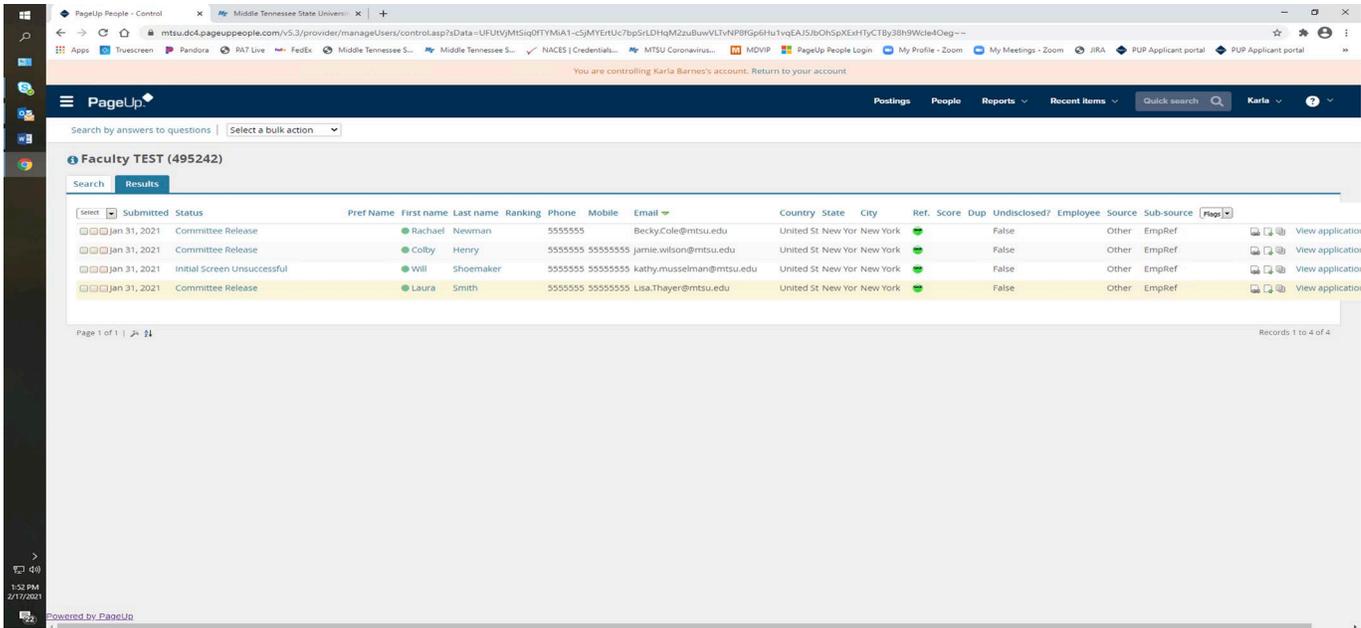
Select the posting whose applicant pool is recommended to have access to review and approve your pool by clicking on "View."



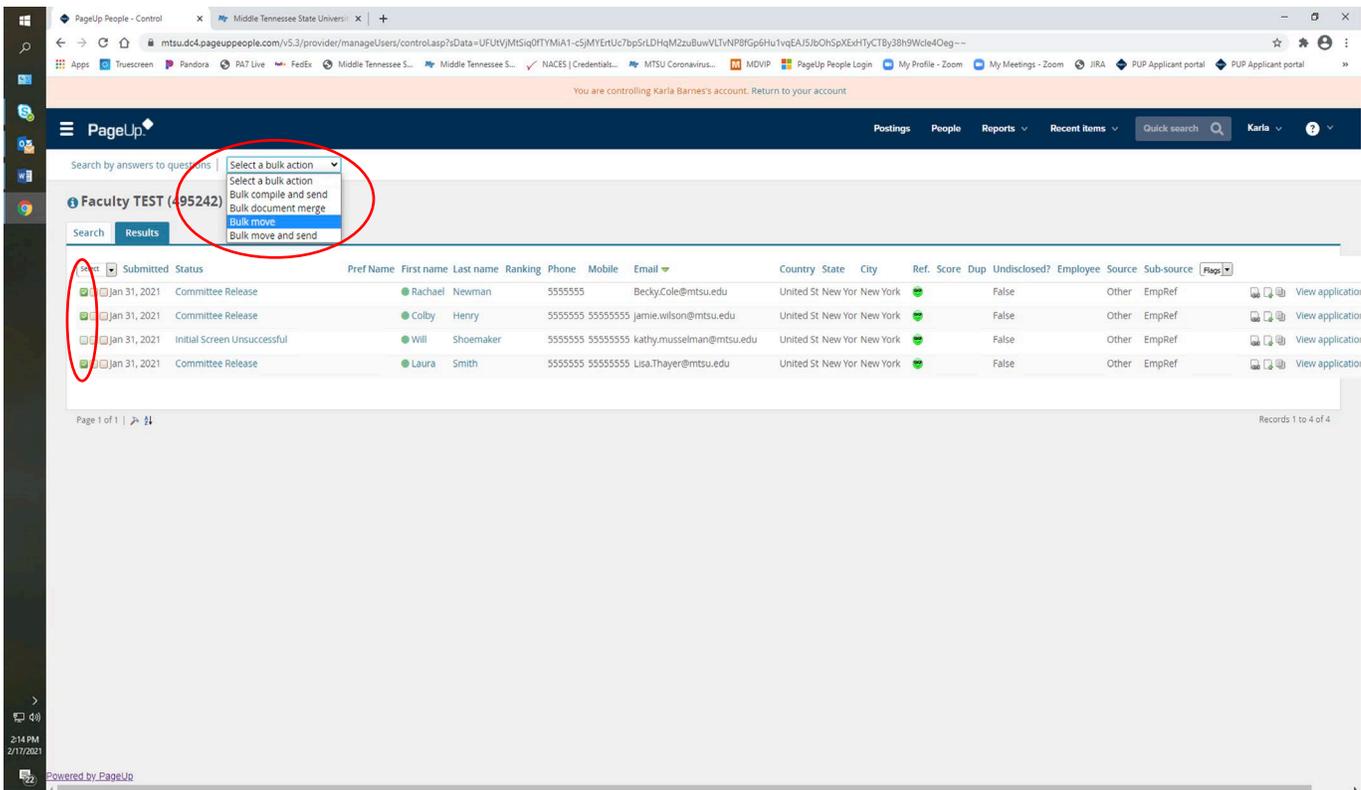
The "Job Information" will populate, allowing you to review the posting details and your applicants. Locate and select the "View applications" button at the top of the information page.



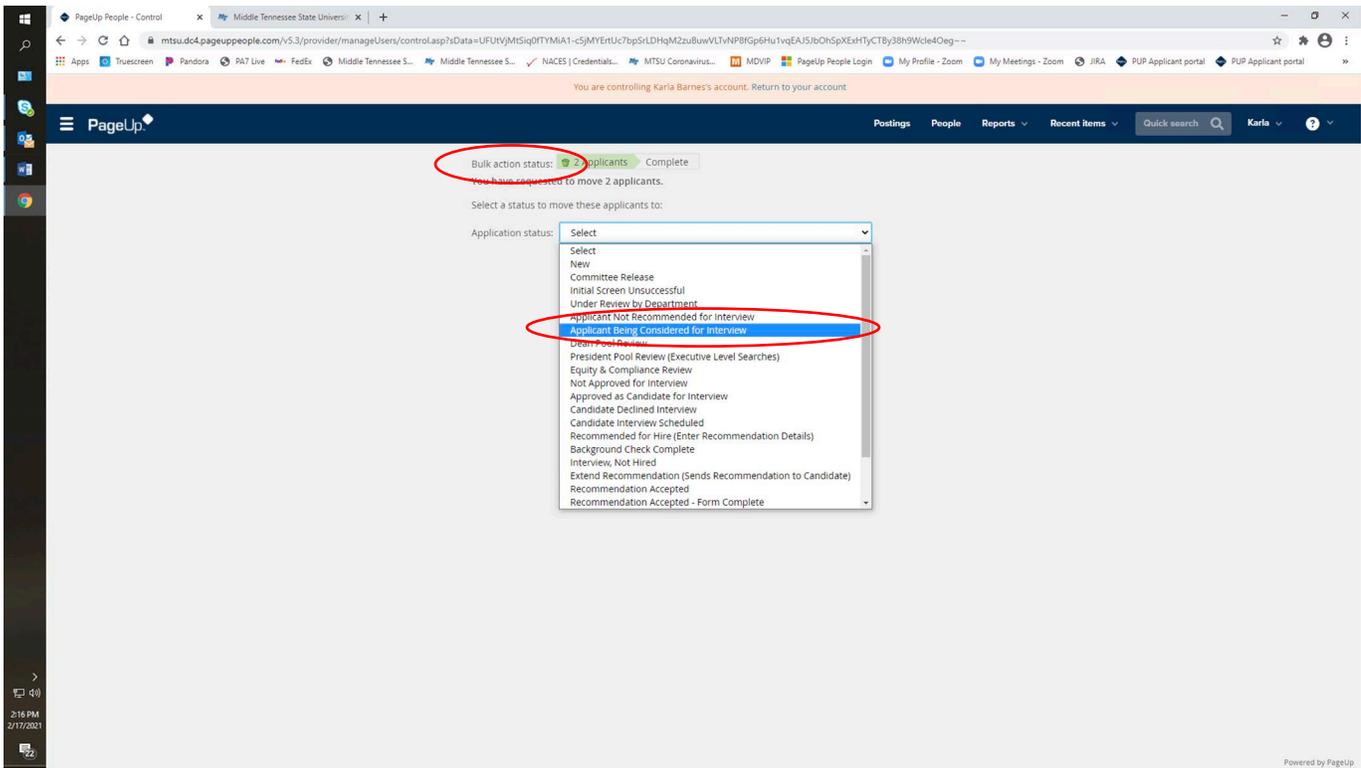
Suppose you have had significant applicant responses resulting in multiple pages of applicants (default view is 20 applicants per page). In that case, you may scroll to the bottom of your first-page list to locate and select “Show all records,” generating a complete running list of all your applicants. Referencing your search committee chair’s email providing the names of recommended applicants, scroll through your list and check the box on the far left by the name of each applicant being recommended in the pool.



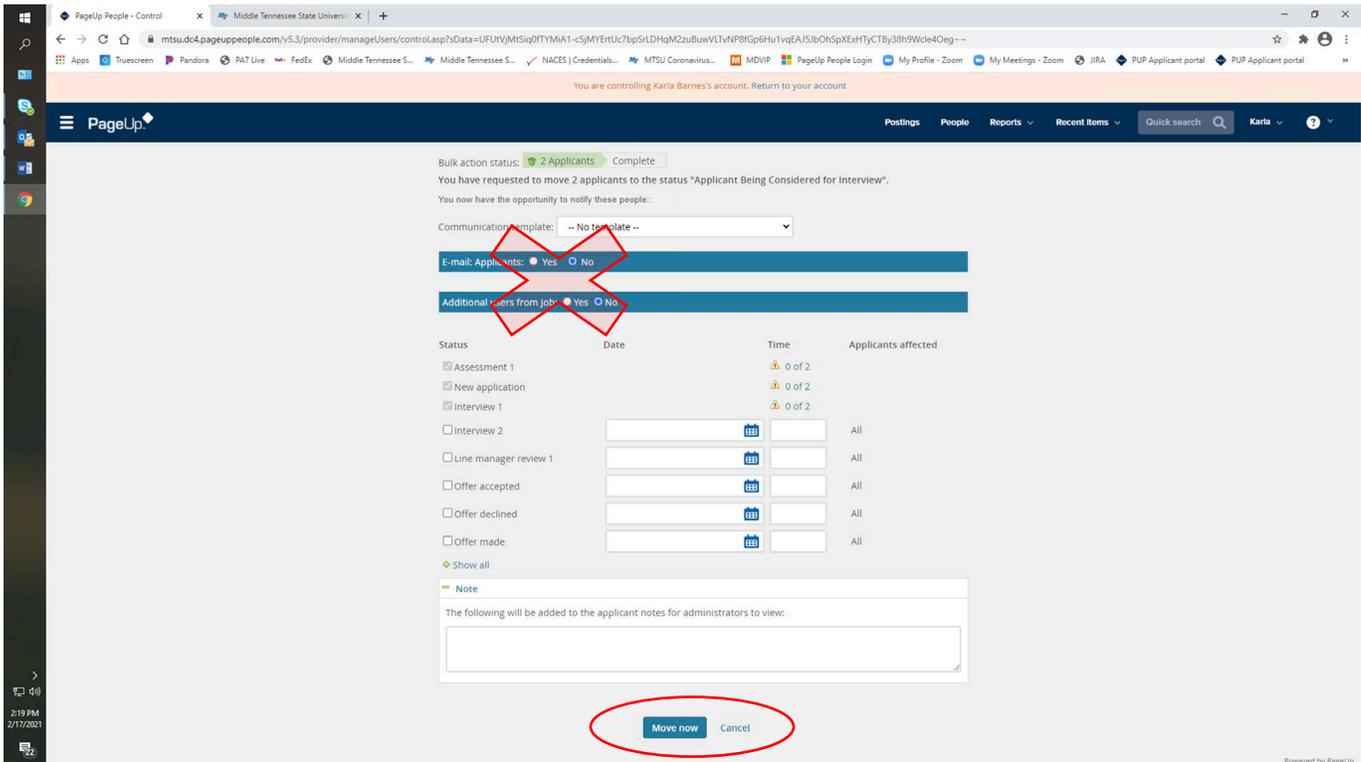
Once you have selected all names to be moved, scroll up to the top of the page and locate the dropdown arrow in the “Select a bulk action” box. From the list that populates, select the “Bulk move” option.



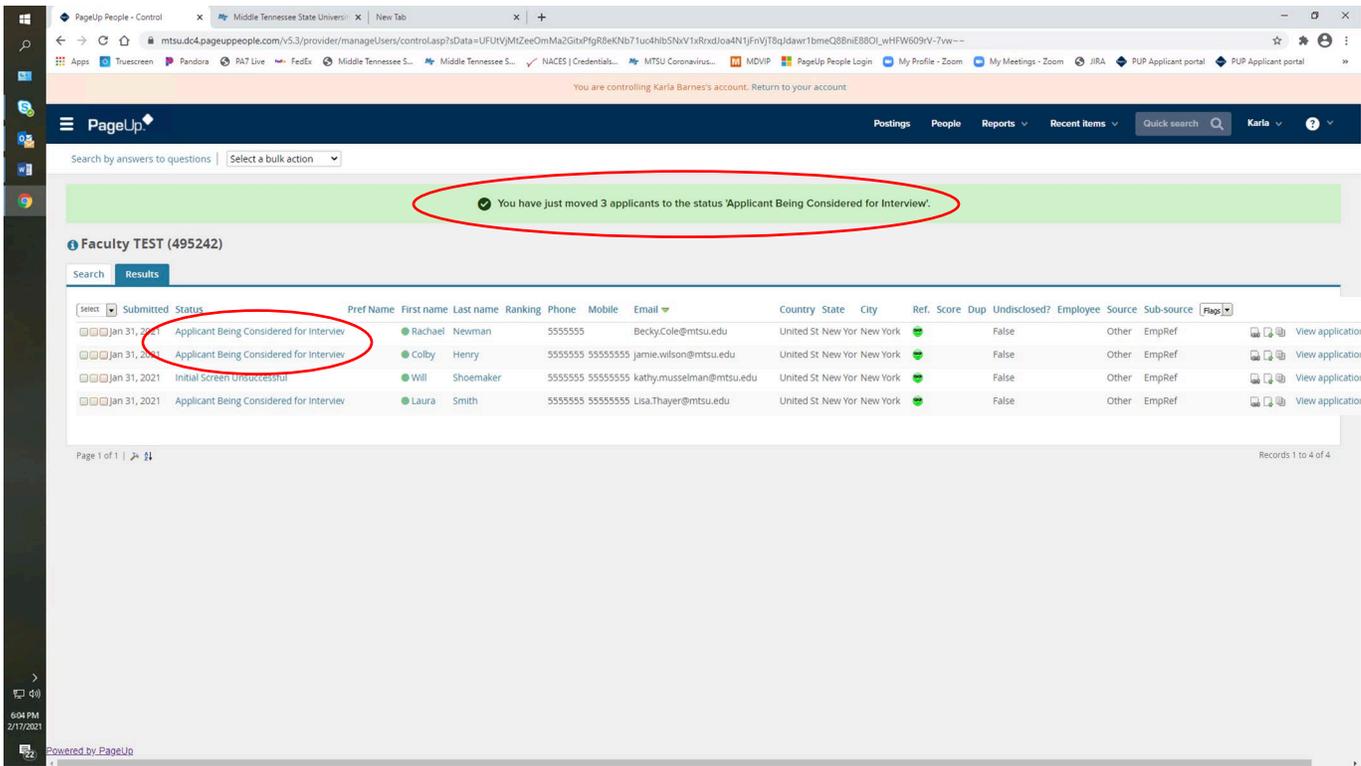
This action allows you to move those recommended applicants to the new workflow state of “Applicant Being Considered for Interview.”



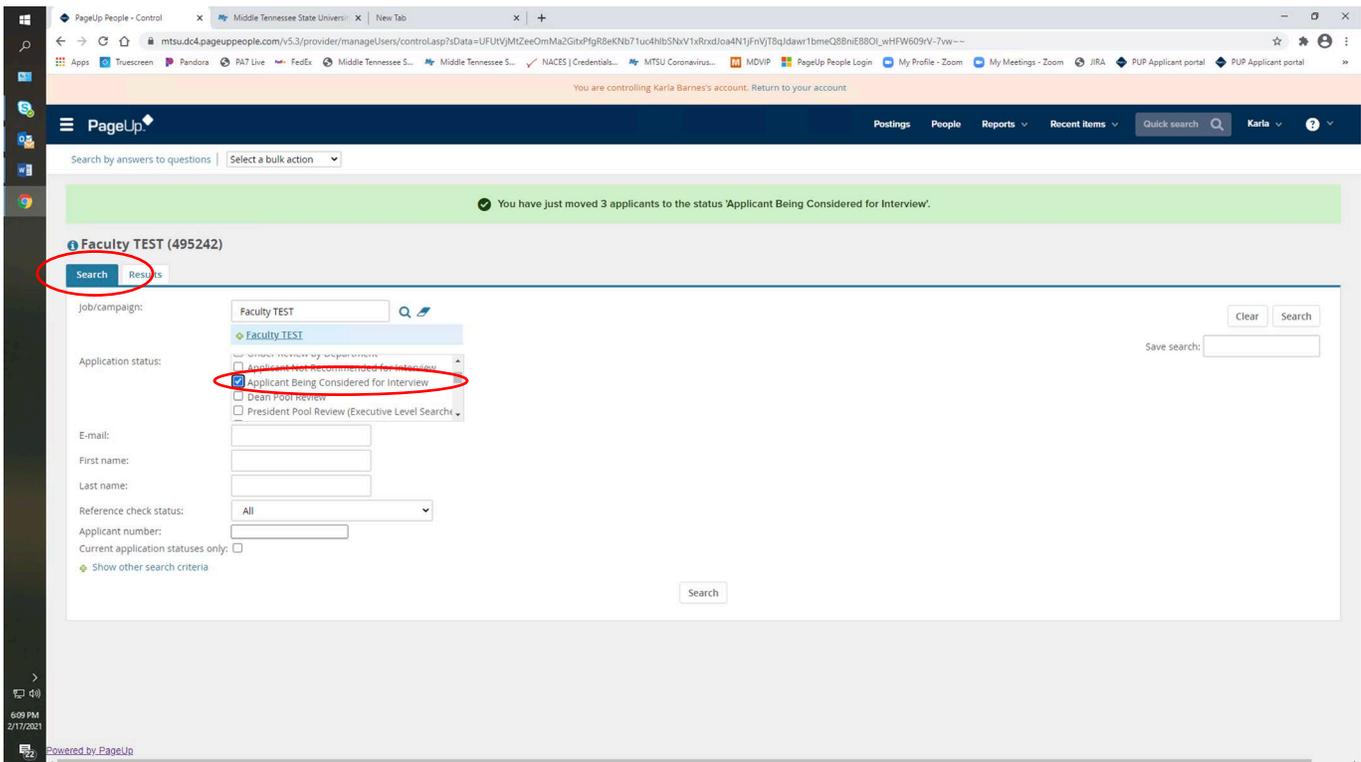
A “Bulk action status page” will populate, identifying the total number of applicants you have selected for the bulk move. **Please do not adjust the screen regarding emails or communications at this point.** All that will be required is to scroll to the bottom of the page and select the blue “Move now” button.



Once you have completed the action, you will receive a screen confirmation of the number of applicants successfully moved in the system.

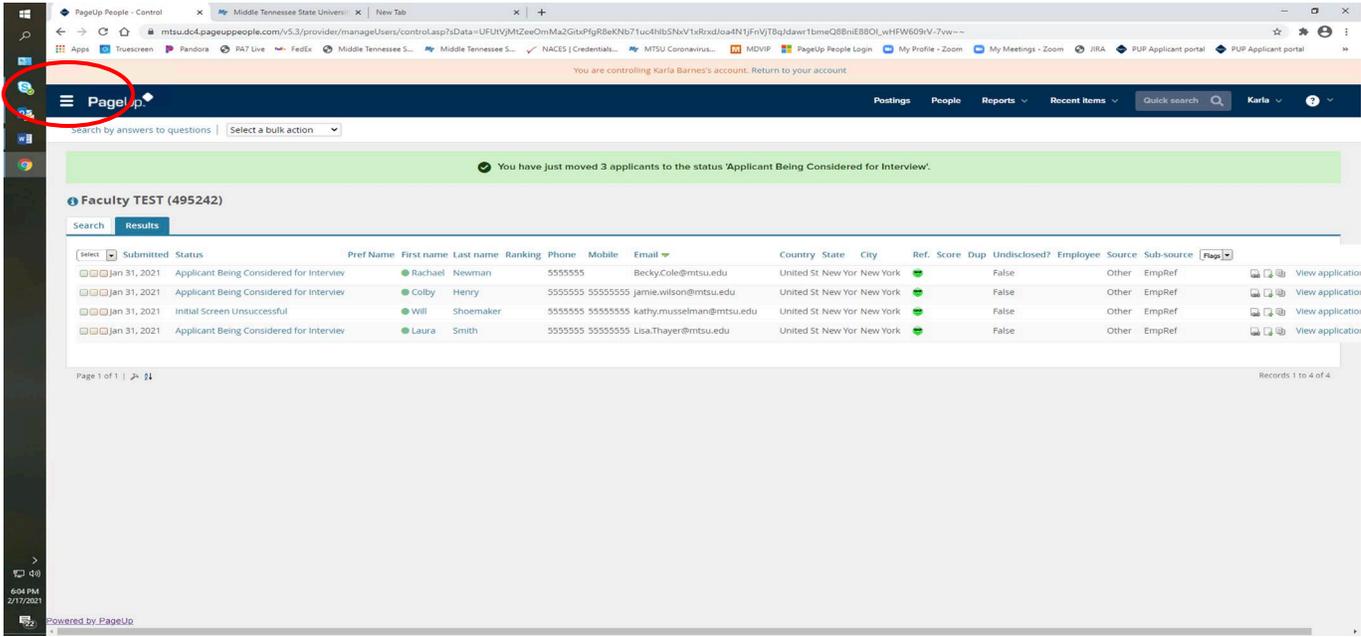


You may now search those recommended in the pool within your applicant list by clicking on the blue "Search" tab just below your posting's title and selecting the search criteria for their new workflow state "Applicant Being Considered for Interview." This will aid you in narrowing down your list of applicants being submitted for the pool.

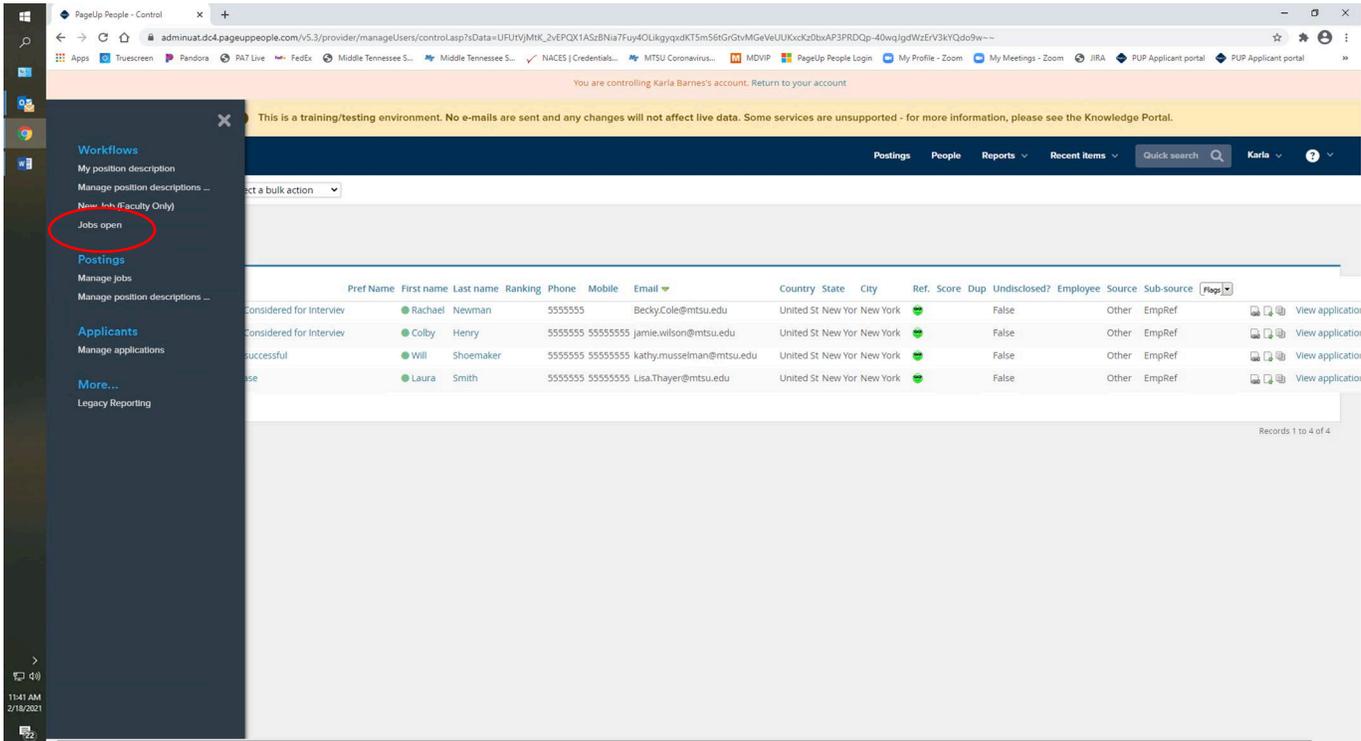


At this point, Department Chairs should review the search committee’s responses to the selection criteria evaluations before sending your pool to the dean for dean review/approval. When reviewing the report, you can export the information to an Excel spreadsheet if you choose to do so.

Please note you may use the “hamburger” (3 stacked lines) menu in the upper left corner of your page at any time to travel in the different areas of your access within the system. Select the “hamburger,” and a vertical menu will appear on the left-hand side of your screen.



By selecting “Jobs Open” under the Workflows heading, you can return to pick your posting again to initiate steps to generate the report to review your committee’s criteria review.



## Generate Report to Confirm Selection Criteria – Highly Recommended

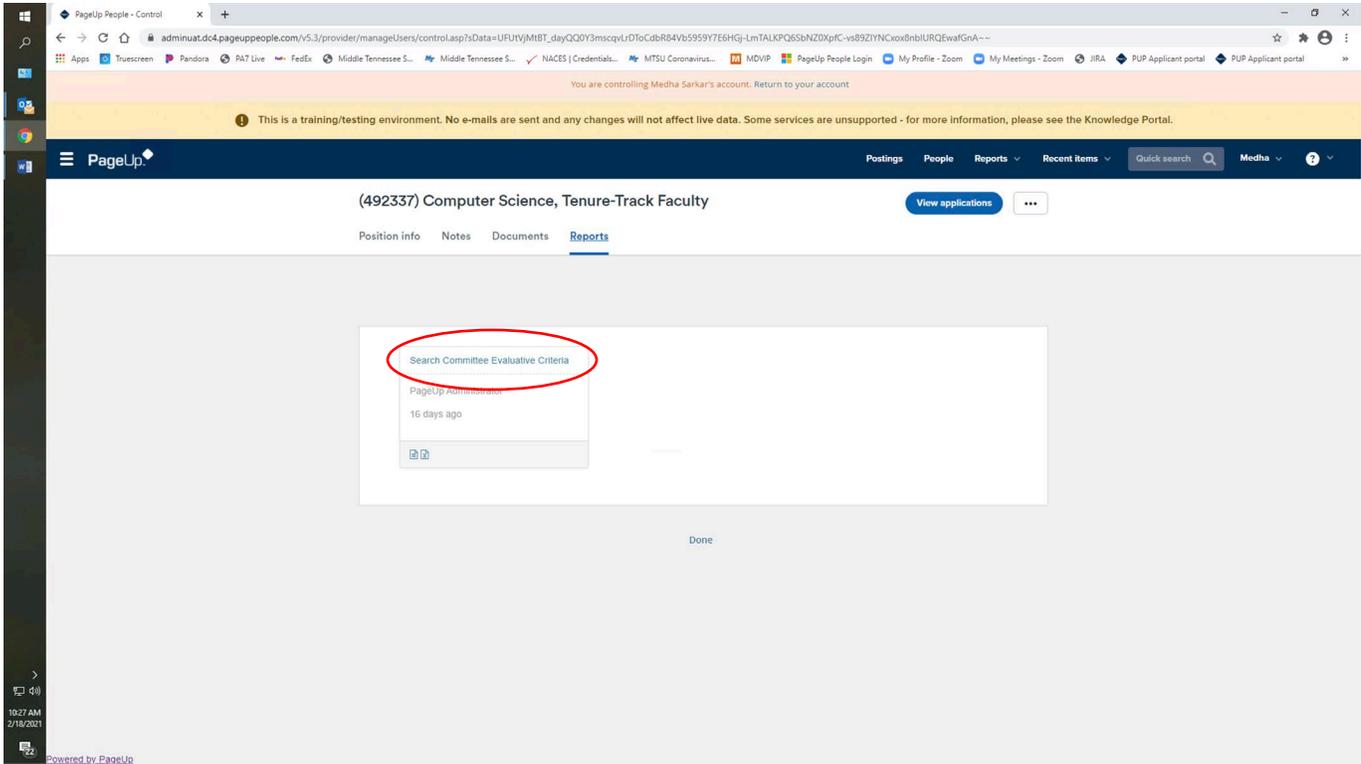
Department Chairs should generate the report to review committee selection criteria responses and confirm their provision. Without the criteria, **E&C will not be able to review the pool.** Travel to your list of postings in the system and select “View” for the posting whose pool is being submitted.

The screenshot shows the 'My jobs' page in the PageUp system. At the top, there is a navigation bar with 'Postings', 'People', 'Reports', and 'Recent Items'. Below this, there are filters for 'Visibility' (All jobs, My jobs, Team jobs) and 'Status' (All, Current, Non-current). A search bar shows '1 search results'. The main table has columns for Job number, Title, Job supplementary field 1, Department, Date added, Status, Request Provider, Reporting to Manager, and Team. The 'View' button for the job with ID 495242 is circled in red.

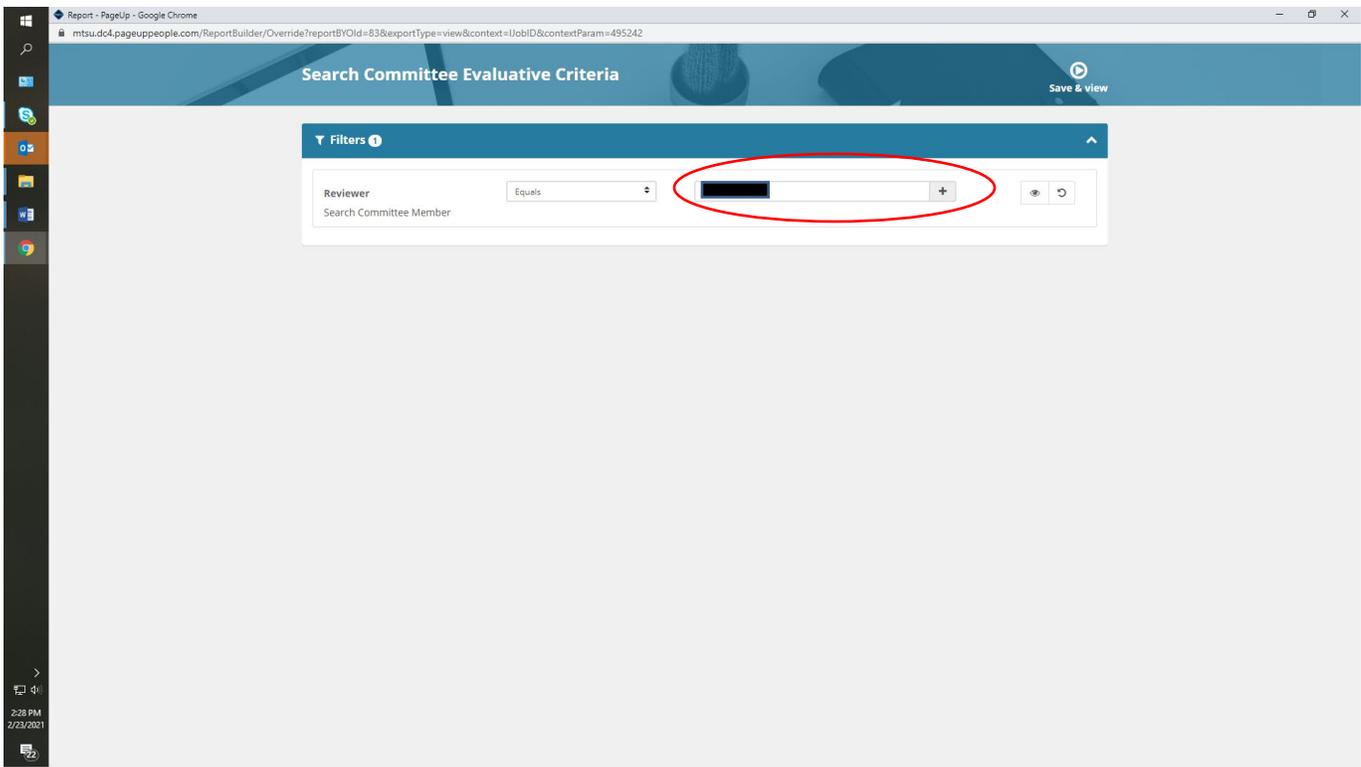
The “Job Information” page will populate in its entirety. Locate and select the “Reports (Legacy)” feature at the top of the information page.

The screenshot shows the 'Job Information' page for 'Faculty TEST'. The 'Reports (Legacy)' tab is circled in red. The page contains a form with various fields for job information, including Reason for Search (Vacant), Recruitment Process (Faculty Recruitment), Requisition Number (495242), Job Title (Faculty TEST), Index Number (213050), FLSA Status (Exempt), ECLS (F9 - Faculty 9/10 Month), Work Type (Faculty - Tenure-Track), Division (Academics), College/Div (College of Liberal Arts), Department (Art and Design), and Team (University Provost).

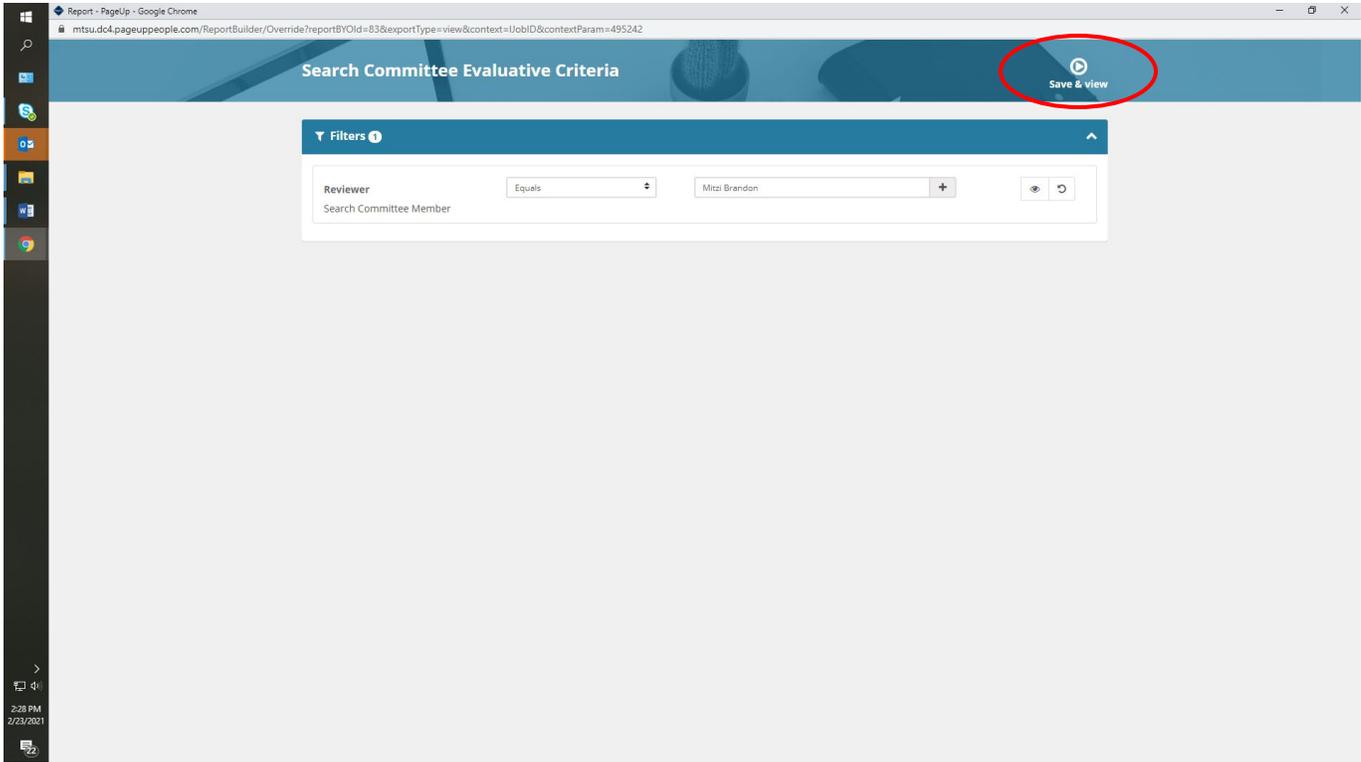
Locate and select the Search Committee Evaluation Criteria link.



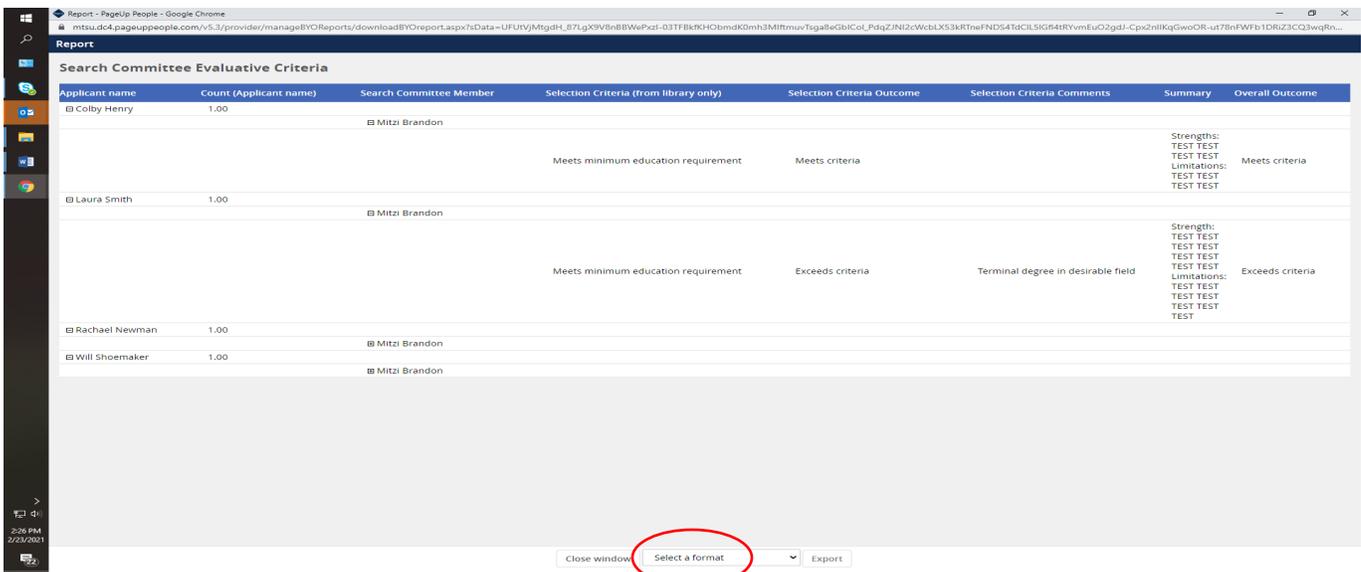
A “Search Committee Evaluative Criteria” page will populate—type in the name of the search committee chair assigned to the posting.



After entering your committee chair's name, select the "Save & view" button.



Your Search Committee Evaluative Criteria report will populate. Click on the committee chair's name to be able to have the system reveal the comments entered for those being recommended in the pool.



If you choose, though it is not required, you can export the data into Excel by selecting a format at the bottom of the page and exporting. The exported material allows you to sort and save the criteria provided for applicants being recommended in the pool.

## Submittal Of Pool To Dean

After the pool recommendations and provision of the selection criteria have been completed, the pool is ready to be released to your dean. Please use the same steps used above on Pages 22-23, transitioning your pool to the “Applicants Being Considered” status (e.g., populate your applicant list, “move-in bulk”); **however**, this time, you will perform a bulk move selecting the “Dean Pool Review” workflow. By doing so, your dean will have access to review, approve, and submit the recommended pool to Equity and Compliance, who will provide their required final review and approval.

## IMPORTANT

**As you perform this workflow status transition ONLY, you must change the communication screen slightly. For email alerts to automatically generate regarding the progress of the recommended pool’s approval, you **MUST** prompt the PageUp system to email your dean.**

Leave the “Email Applicants” response as NO, scroll down to the second blue bar, locate the “Additional users from Job:” section, and select YES. Enter your dean's name in the **\*\*Other Additional Users\*\*** section. **You must perform this step if the dean is to receive an email alert from the system regarding their access to the pool for approval!!!**

The screenshot shows the PageUp People - Control interface. The main content area displays the bulk action status for moving 2 applicants to the status "Dean Pool Review". A red text prompt asks the user to select the Dean in the "Other Additional Users" field. Below this, there are sections for "Additional users from Job:" and "Additional users from Offer:". The "Additional users from Job:" section has a radio button for "Yes" selected. The "Additional users from Offer:" section has a radio button for "Reports to Manager" selected. The "\*\*Other Additional Users\*\*" section has a text input field with a search icon. Below this, there are fields for "E-mail from:", "E-mail subject:", and "E-mail body:". The "E-mail from:" field contains "noreply-hr@mts.edu". The "E-mail subject:" field contains "Applicants for Dean Review | (JOBNO) - (JOBTITLE)".

Department Chairs, please also NOTE:

Suppose your committee identified applicants during their review who failed to apply successfully or who do not meet the requirements to qualify for the position and cannot be considered. In that case, they should also provide you with that list of applicant names. Using the steps above to transition applications to a different workflow, you may move those applicants who cannot be considered and change their workflow to “Initial Screen Unsuccessful.”

Applicants not currently being recommended for the pool may be moved to the workflow “Under Review by Department,” where they may be held/retained as the continuation of the search proceeds.

***Please do not leave applicants in the “Committee Release” workflow.*** Since our faculty postings remain “open until filled” we will continue in our process of encountering NEW “late” applicants (those who apply beyond the posted Review Date). This new system will require the Faculty Recruitment Specialist to regularly review all postings to detect any new applicants and make them available to committee members by moving their workflow status to “Committee Release.” It will aid your committee members if they are not sorting through new AND previously released/reviewed applicants but are able to focus on only those new applicants moved to the Committee Release workflow.

Also, in rare instances, your committee may need to return to reconsider a previously reviewed applicant, who had not been recommended for the pool and who would have been placed in the holding status “Under Review by Department.” If this occurs, please contact the Faculty Recruitment Specialist to discuss having the applicant’s workflow returned to “Committee Release.”

## OBTAINING APPLICANT POOL APPROVAL – CONT.

### DEAN ACTIONS:

Once you have logged into the hiring system (<https://mtsu.dc4.pageuppeople.com/>), use your “My Dashboard” screen to travel to the fields. Under the “New Job” field, click on the “# Job open” link to travel in the system to your posting(s).

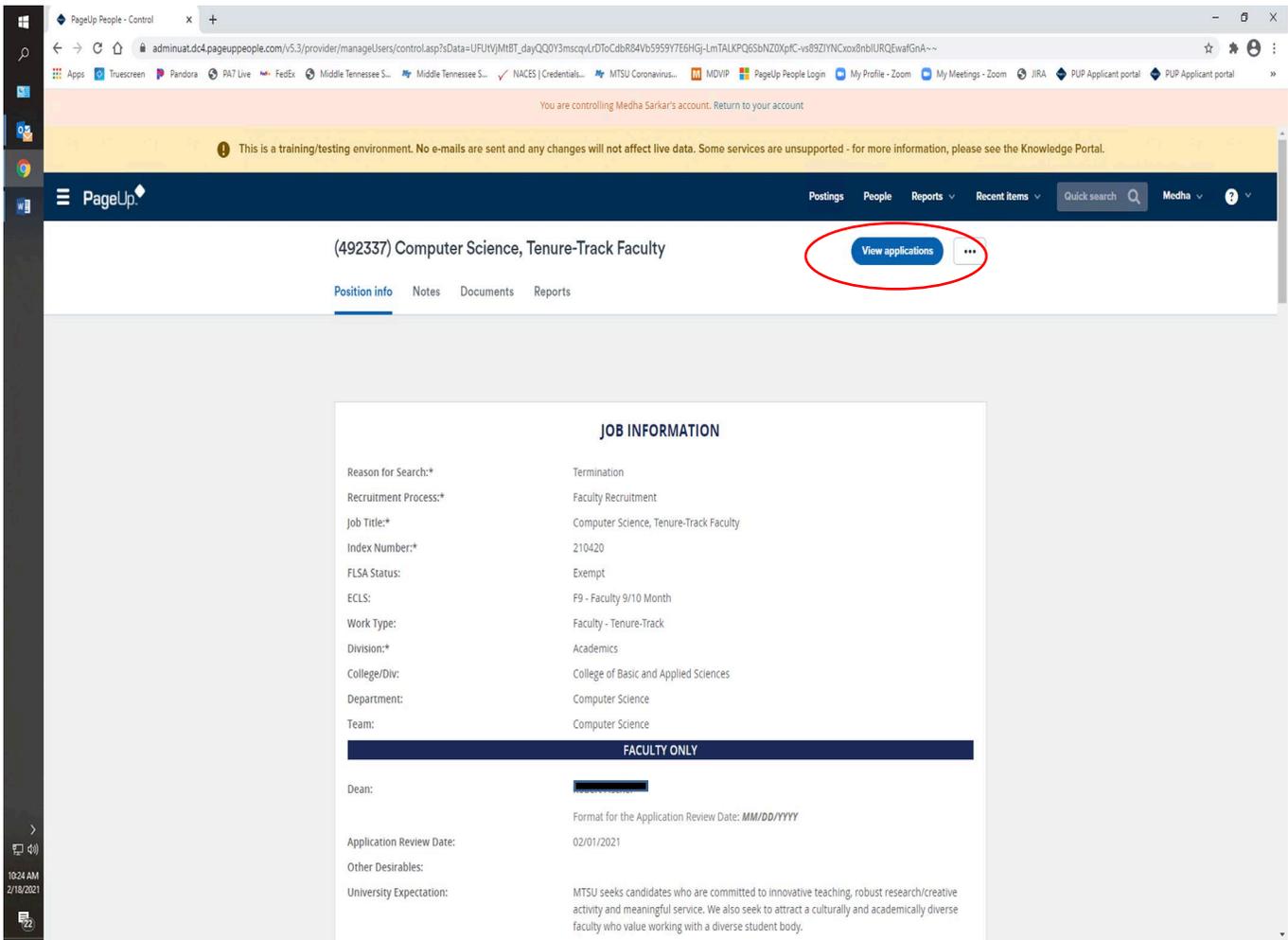
The screenshot shows the 'My Dashboard' interface. The 'New job' tile is circled in red and displays '1 Jobs open' with a 'New Job' button below it. Other tiles include 'Position Description' (1 description), 'Approvals' (0 jobs), 'Advertisements' (1 advertisement), 'Search committee review' (0 jobs), and 'Offers' (0 offers).

From the list that populates, select the posting whose applicant pool is recommended to have access to review and approve your pool by clicking on “View.”

The screenshot shows the 'My jobs' interface with a table of job postings. The 'View' link for the first job is circled in red.

Job number	Title	Job supplementary field 1	Department	Date added	Status	Request Provider	Reporting to Manager	Team
495242	Faculty TEST		Art and Design	Jan 31, 2021	Approved	Karla Barnes		University Provost

As you select “View” your posting, the “Job Information” page will populate, allowing you to review the posting details and your applicants. Locate and select the blue “View applications” button at the top of the information page.



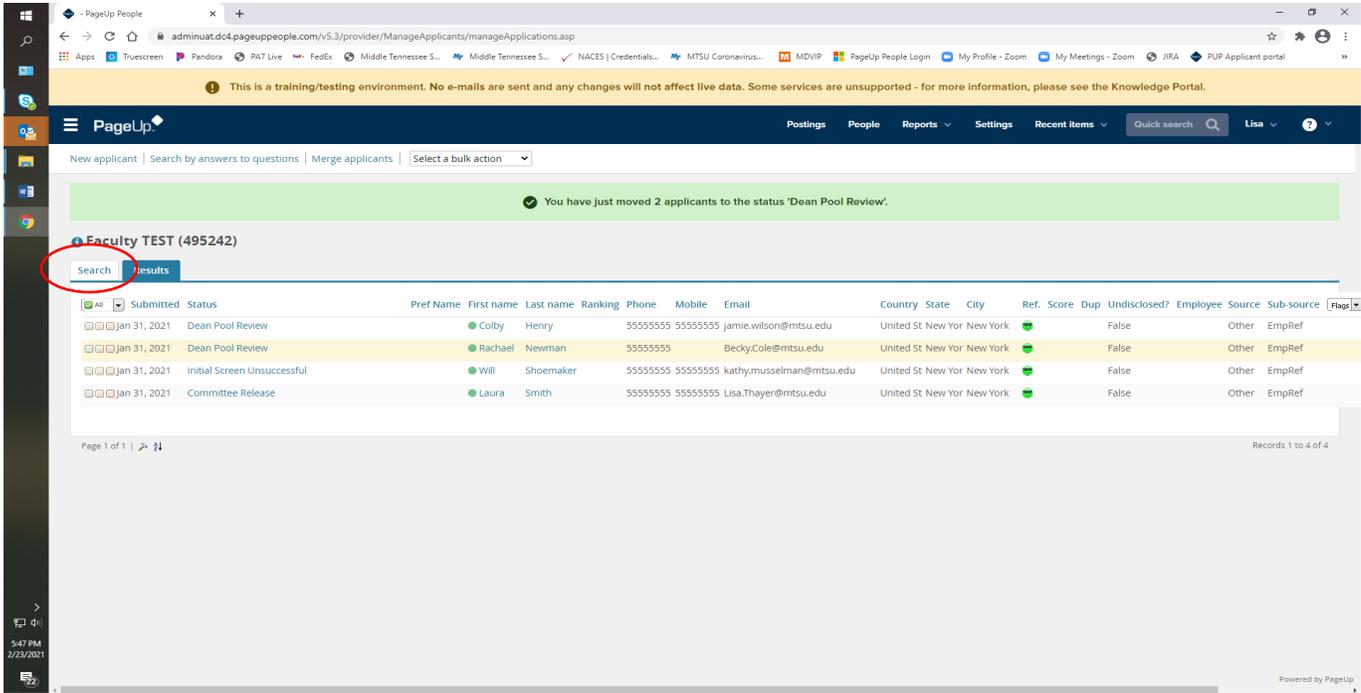
\*\*\*BEFORE moving the applicant pool to Equity & Compliance, deans can review the search committee’s responses to the selection criteria evaluations. When reviewing the report, you will have the ability to export the information to an Excel spreadsheet. If you want to produce the report before moving your recommended pool to Equity & Compliance, please reference the instructions to Generate Report to Confirm Selection Criteria on Pages 26-28.

Suppose you have had significant applicant responses resulting in multiple pages of applicants (default view is 20 applicants per page) and want to review all your applicants. In that case, you may scroll to the bottom of your first-page list to locate and select “**Show all records,**” which will generate a complete running list of all your applicants....

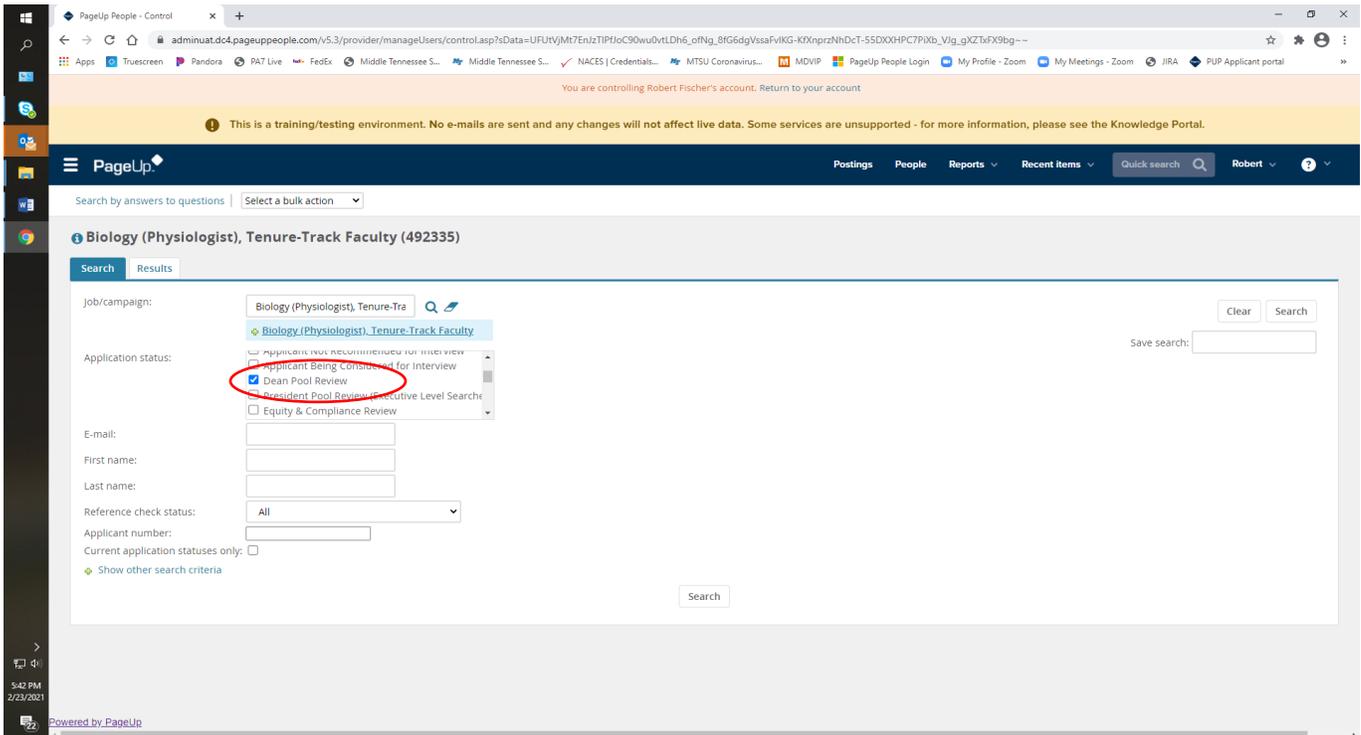
OR.....

If you want to view/move ONLY the applicants recommended in the pool, we recommend you perform a search for applicants in the “Dean Pool Review” workflow. This search will provide a list of applicants recommended in the pool by the search committee for the posting.

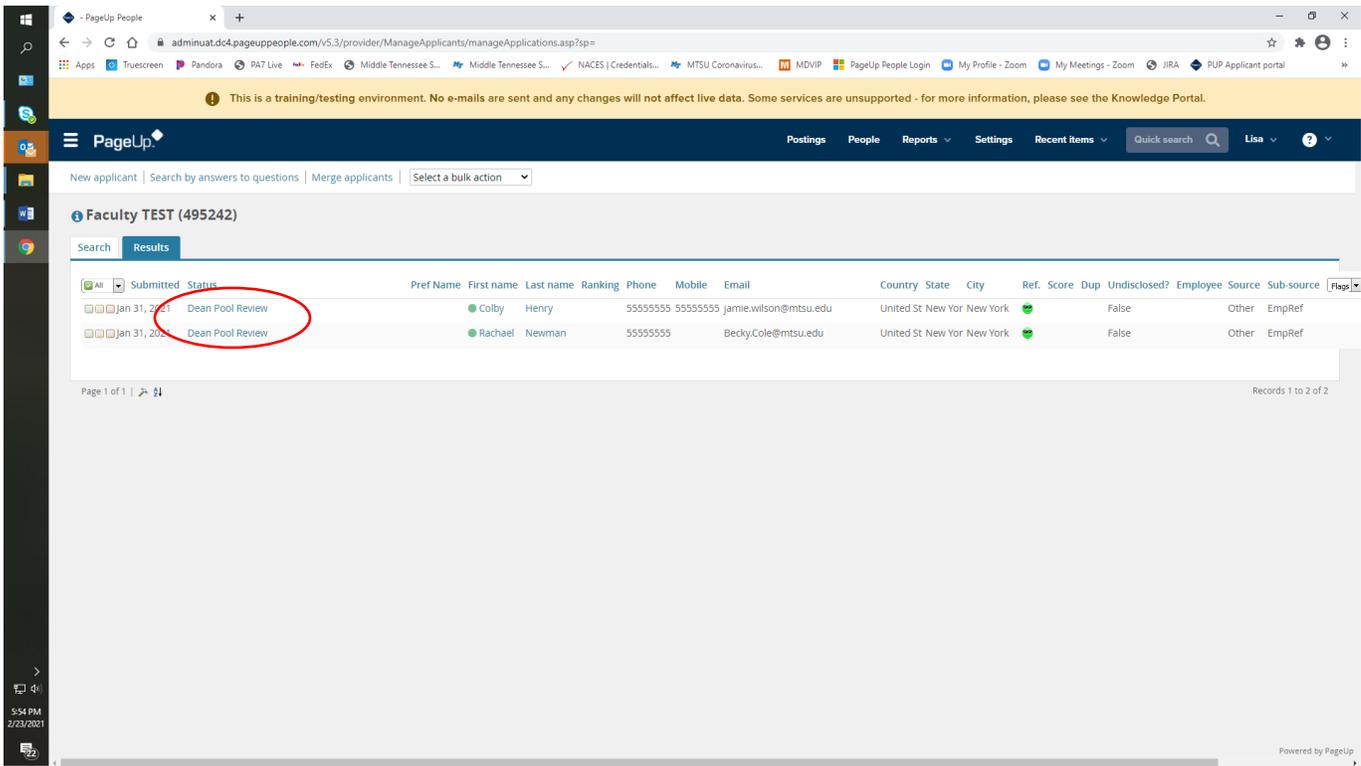
To initiate the search, locate and select the "Search" tab above your list of applicants.



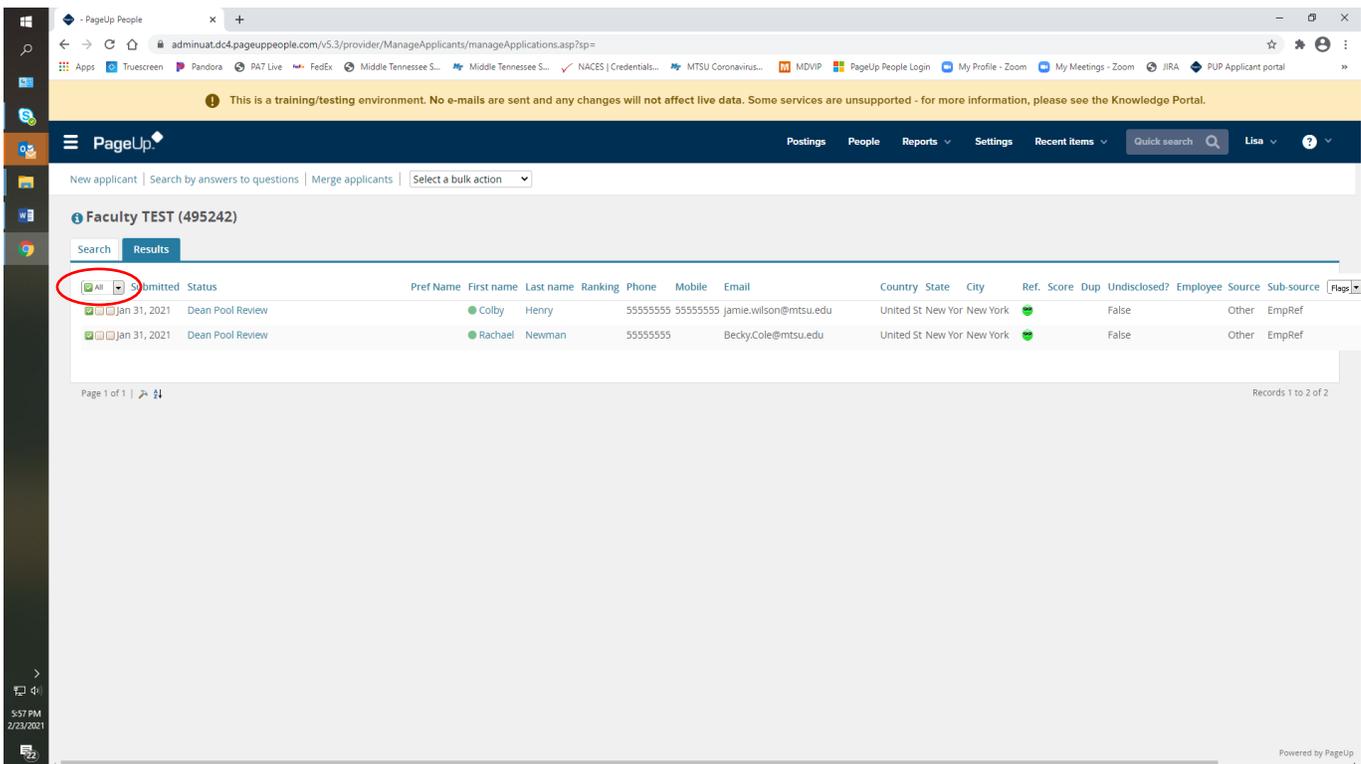
From the new screen that populates, locate and select "Dean Pool Review."



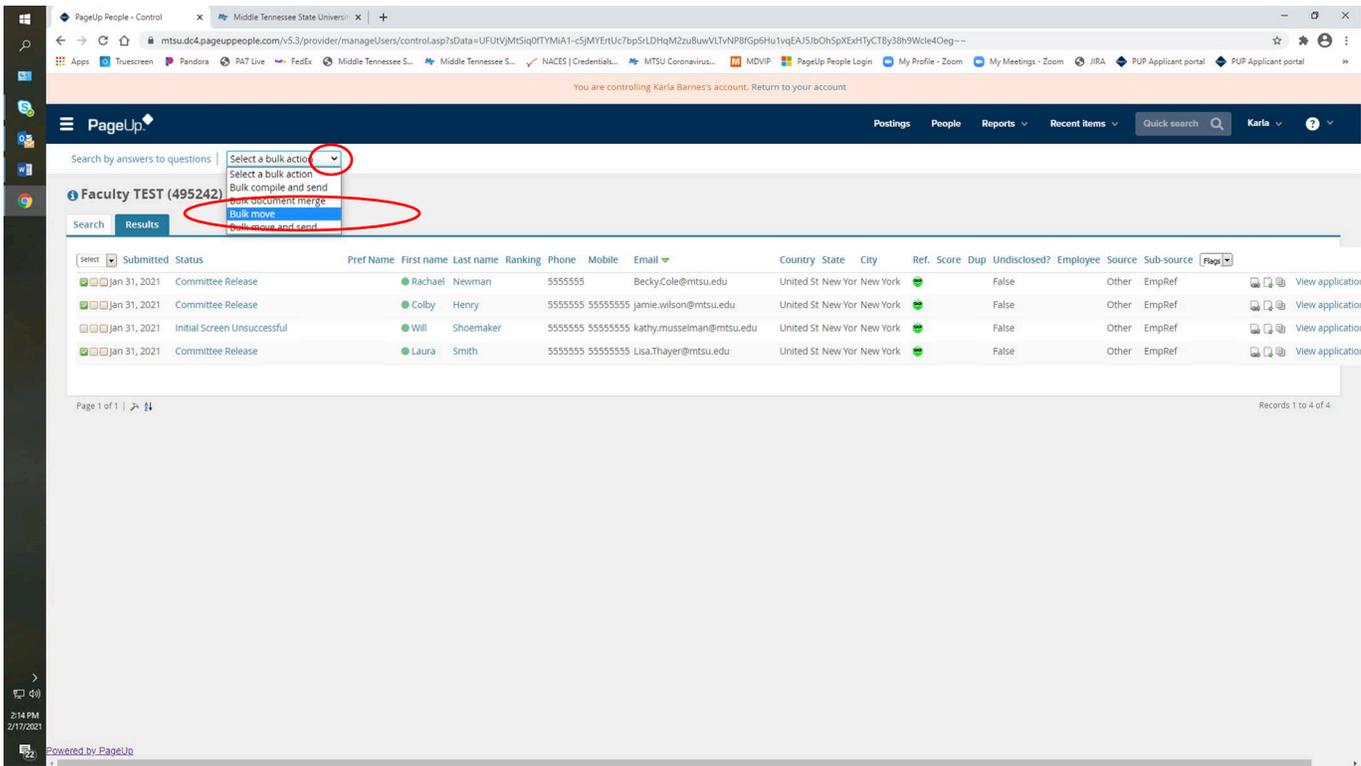
At this point, your new list of the applicants recommended in the pool and forwarded as Dean Pool Review only will populate.



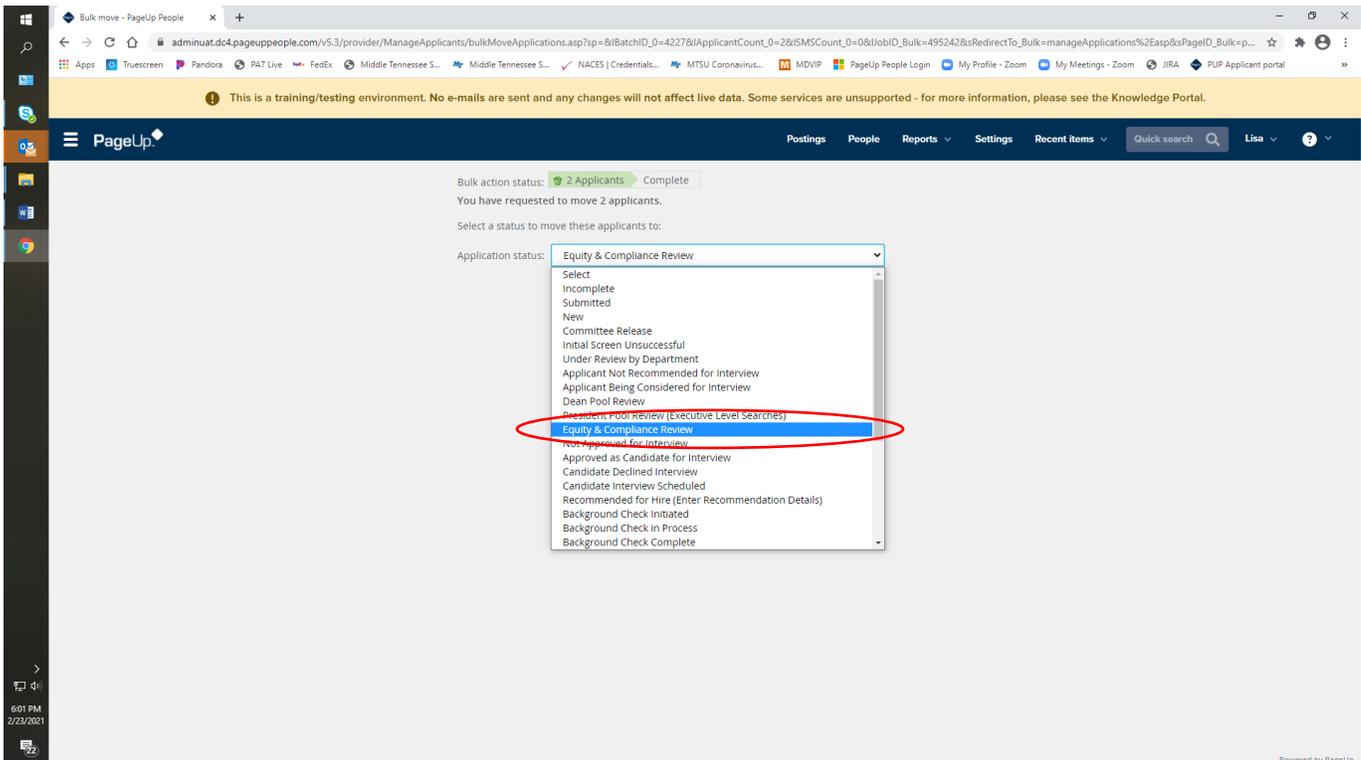
To transition all recommended applicants to Equity and Compliance for their review, you can select them in bulk by clicking on the green checkmark at the "All" button just about your name list.



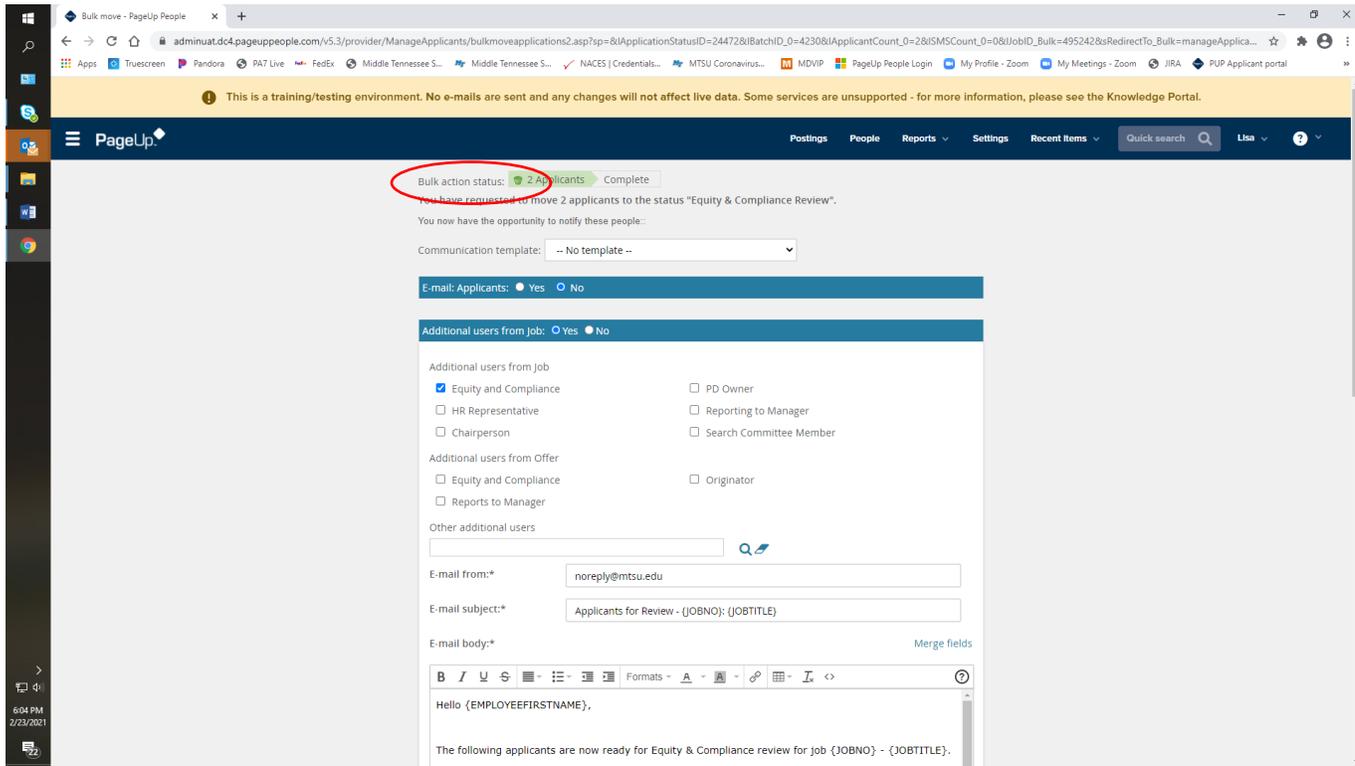
Once you have selected all names for the pool, scroll up to the top of the page and locate the dropdown arrow in the “Select a bulk action” box. From the list that populates, select the “Bulk move” option.



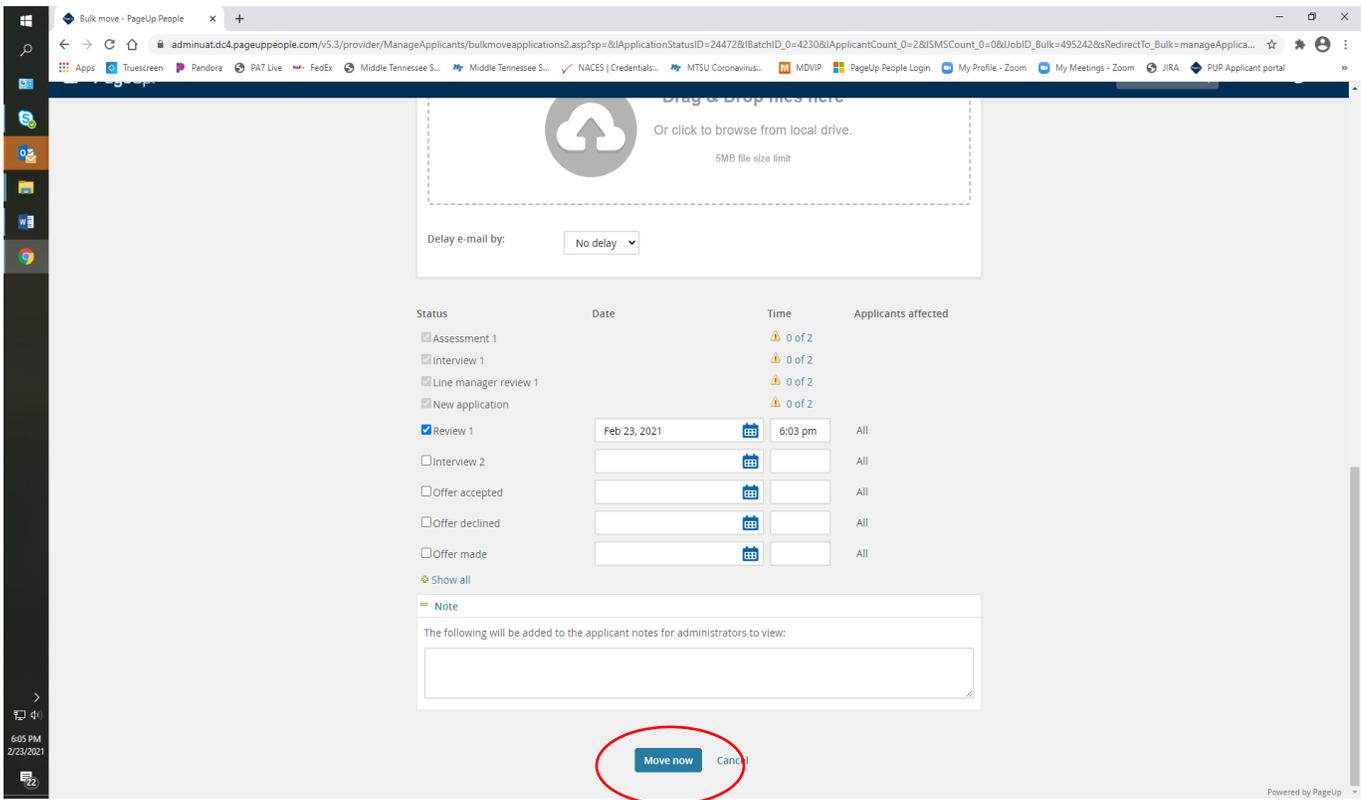
This action allows you to select and move those recommended applicants to the new “Equity & Compliance Review” workflow state.



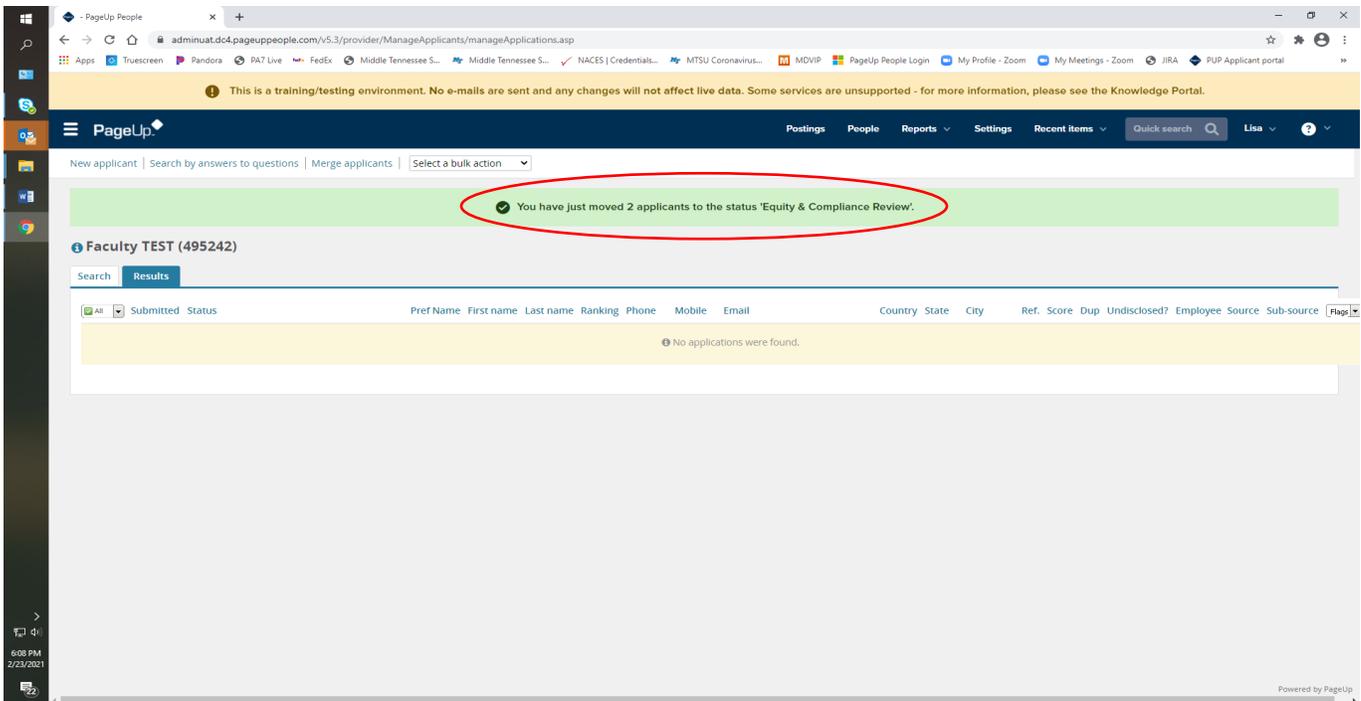
A “Bulk action status page” will populate, identifying the total number of applicants you have selected for the bulk move.



All that will be required is to scroll to the bottom of the page and select the blue “Move now” button.



Once you have completed the action, you will receive a screen confirmation of the number of applicants successfully moved in the system.



# RETRIEVING LETTERS OF RECOMMENDATION

Letters are automatically solicited within the system as the applicant is approved in the candidate pool by Equity & Compliance. The recommender should return letters through the PageUp system using the unique link assigned to each recommender. They should not be submitted/accepted as a facsimile transmittal.

Committee members may desire the ability to review letters of recommendation. Therefore, they can access these letters for approved candidates during the interview stage. Department Chairs will need access to letters to ensure complete Hiring Packet materials are submitted for their recommended finalist(s). Department chairs and committee members use different methods to access these letters; please reference the instructions below for your respective roles.

## DEPARTMENT CHAIR METHOD:

Go into the posting and select the “View Applications” button to populate your list of applicants (reference Pages 20-22 above) to retrieve the approved candidate’s letter(s). From the list of applicants, locate your candidate’s name and click on their first name to generate a screen specific to their application. Select the box to the far right of this screen with the three bullets.

< 1 of 2 > ⓘ You are viewing this applicant's application for the job Faculty TEST. Only information related to this application will be shown.

**Jules Ostin** ● 🖨️ Actions ▾  
[View profile](#) [View references](#) [Add flags](#)

Address	Tennessee United States	Phone	+1 5555555555
E-mail	aboutthefit1@gmail.com	Number	3340
Original source	Employee referral	e-Zines comms hold	<input checked="" type="checkbox"/> Yes

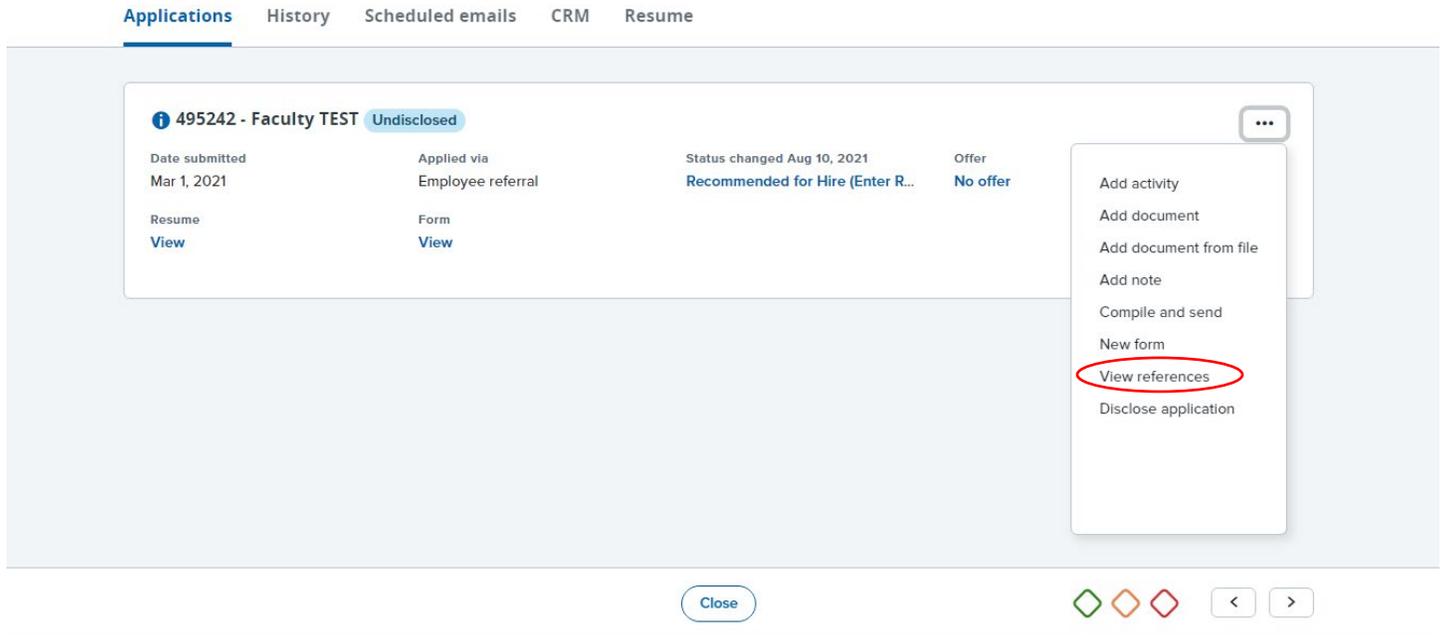
[Applications](#) [History](#) [Scheduled emails](#) [CRM](#) [Resume](#)

ⓘ **495242 - Faculty TEST** Undisclosed ⋮

Date submitted	Applied via	Status changed Aug 10, 2021	Offer
Mar 1, 2021	Employee referral	<a href="#">Recommended for Hire (Enter R...</a>	<a href="#">No offer</a>
<a href="#">Resume</a>	<a href="#">Form</a>		
<a href="#">View</a>	<a href="#">View</a>		

Close ◇ ◇ ◇ < >

A drop-down menu will populate, allowing you to select “View references.”



A “Manage references” screen will populate with your posting job title and the names and contact information of your finalist’s recommenders.



Within the information provided under these columns, you can select “View answers” for each recommender who has responded on behalf of an approved candidate. A new screen will populate, providing the recommender’s information and a link to the letter delivered on behalf of the candidate. Clicking on the letter’s link will populate a PDF button for the letter on the bottom left-hand corner of this information screen. Clicking on the pdf button displays the letter and allows you to print a hard copy or save it as a PDF file to be shared with your committee during their review/consideration of the approved candidates.

## COMMITTEE MEMBER METHOD:

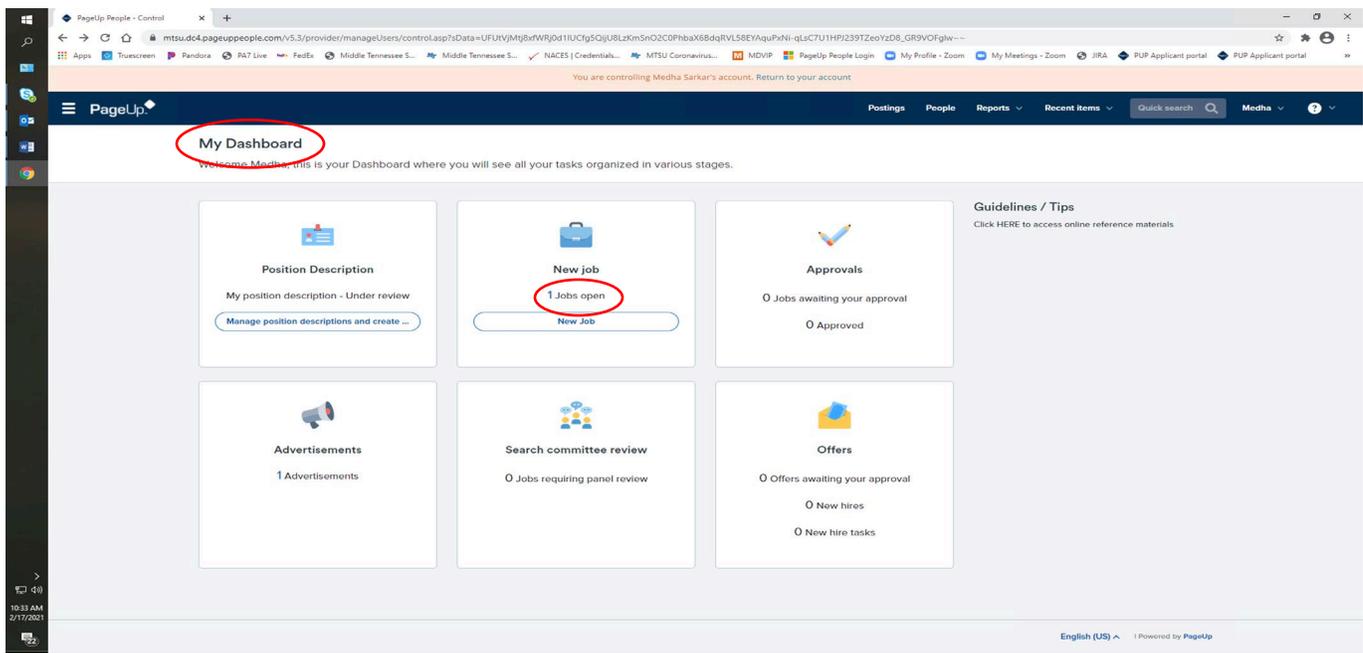
Committee members may access recommendation letters submitted on behalf of approved candidates at two latter stages of the pool approval and identifying finalist stage. Suppose members elected not to perform the “Bulk Compile and Send” during their initial review stage, generating a downloadable report capturing submitted documents for their pool of applicants being considered. In that case, they can do so while retrieving letters of recommendation. This can be accomplished at either the “Applicant Approved as Candidate for Interview” workflow or the “Finalist Interview Scheduled.” Retrieval of these documents post-candidate approval can be performed by following the steps outlined on Pages 9-13 above. The only selection exception would be to include “Letters of Recommendation.”

# IDENTIFYING YOUR APPROVED SHORTLIST

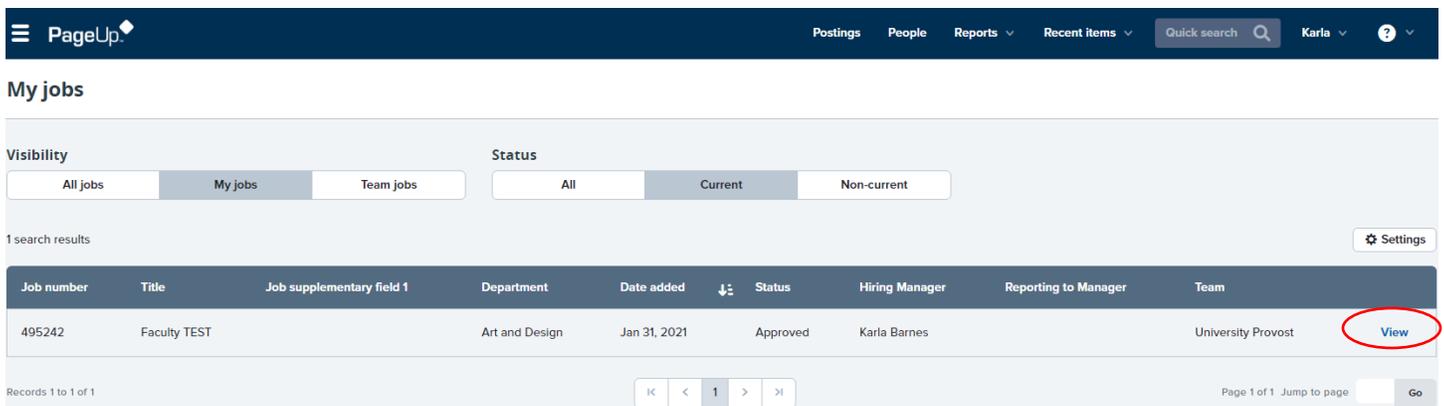
## DEPARTMENT CHAIR ACTIONS:

Once you have identified your 2-3 “shortlisted” candidates being considered for possible recommendation (either through the tiered approach from an initial interview of all candidates from a larger candidate pool approved by E&C or having initially refined your pool before submittal for E&C review/approval), you will be required to transition the workflow state of your shortlisted candidates. **This action is needed** and works as a system prompt to generate an automatic email to the candidates notifying them of the need to initiate the provision of their required official transcripts and credential evaluations.

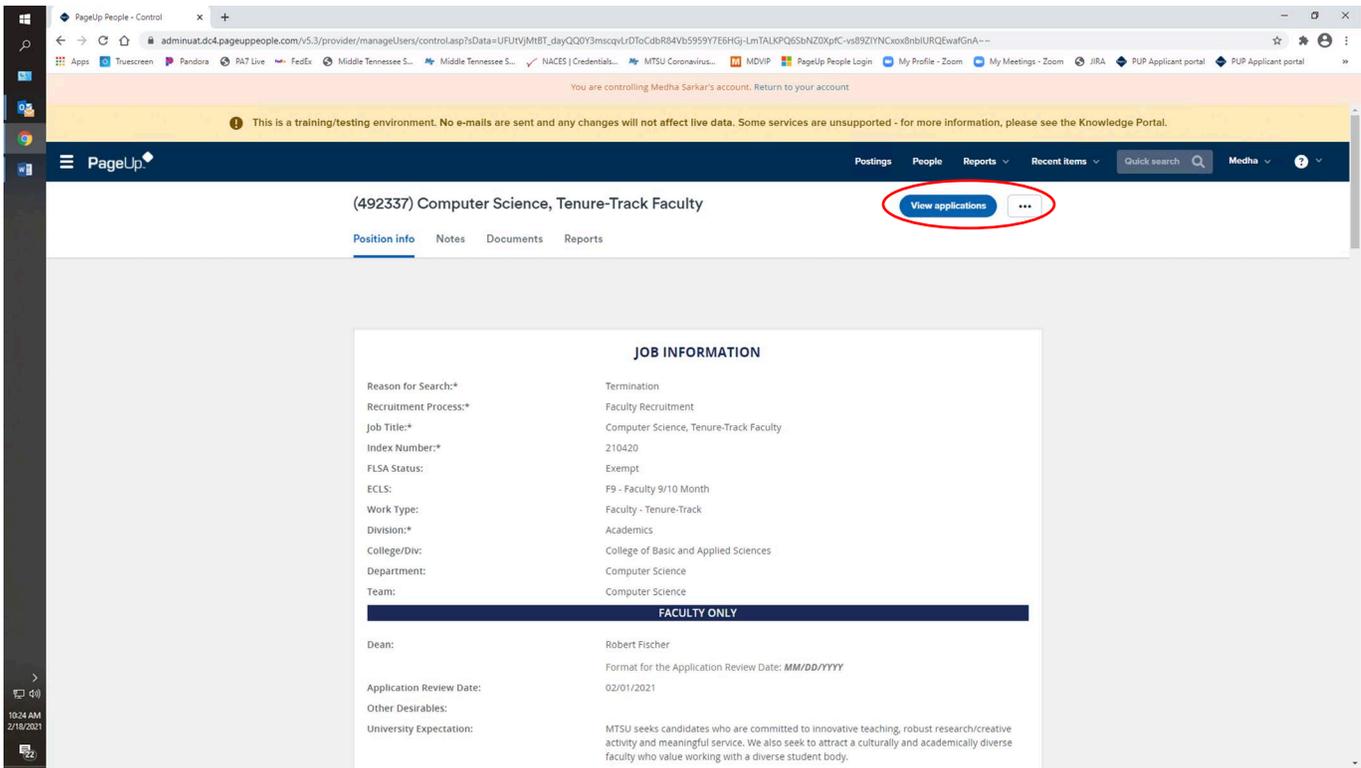
Locate your “My Dashboard” screen display. Under the “New Job” field, click on the “# Job open” link to travel in the system to your posting(s).



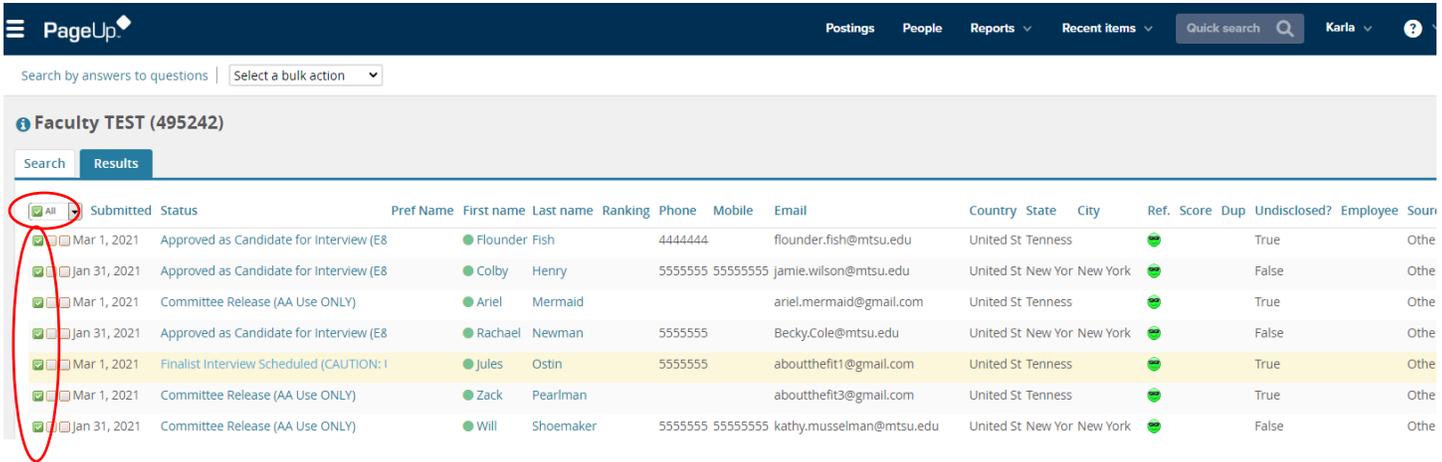
Select the posting whose applicant pool is recommended to have access to review and approve your pool by clicking on “View.”



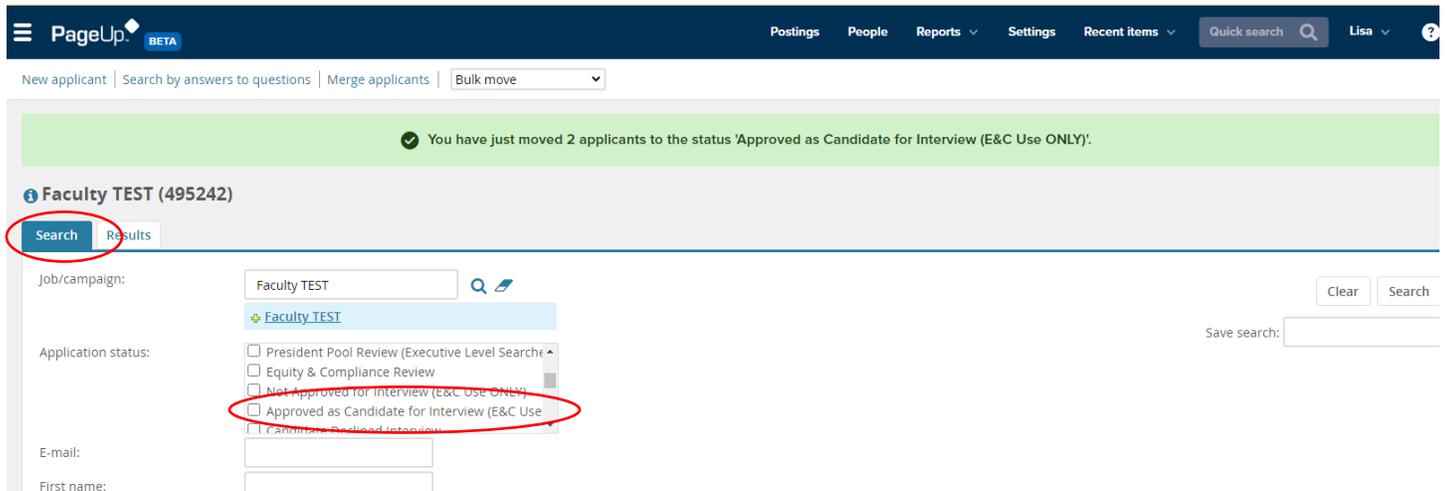
The “Job Information” will populate, allowing you to select the “View applications” button at the top of the information page.



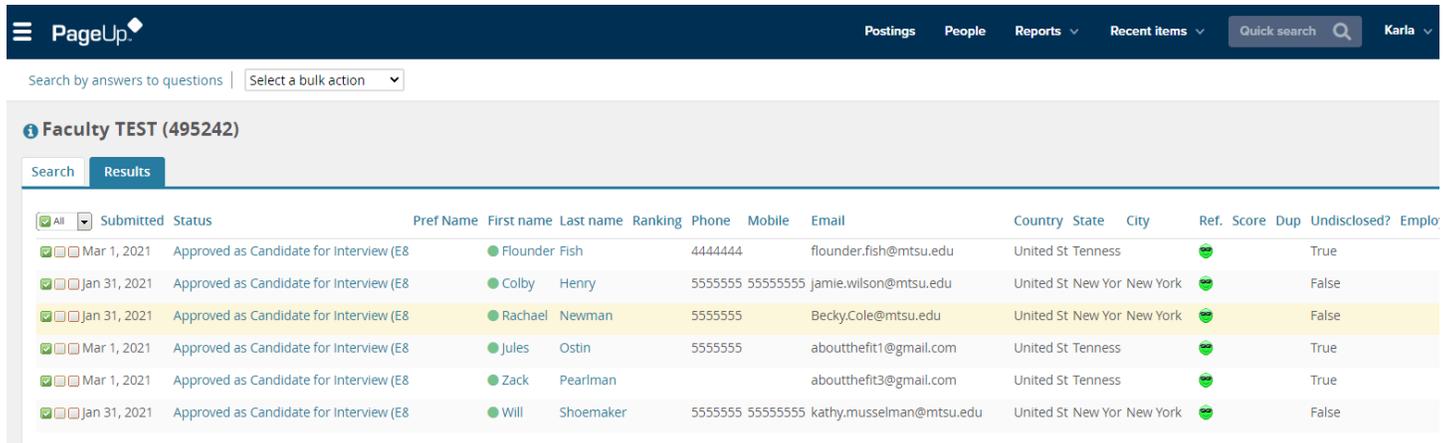
When transitioning your “shortlist” candidates, limiting your applicant list to only those candidates previously approved for an interview is helpful. This is especially helpful if you have multiple pages of applicants. (When there are numerous pages of applicants, be sure to select the “show all records” option at the bottom of the page of the applicant list so that all pages will be populated as one running list.) By clicking on the “All” button just below the “Search” tab, you’ll note each name will then have a green ✓ indicating they have all been selected for the search.



Click on the blue “Search” tab just below your posting’s title and select the search criteria “Approved as Candidate for Interview,” then travel to the bottom of the page and click on the “Search” button.



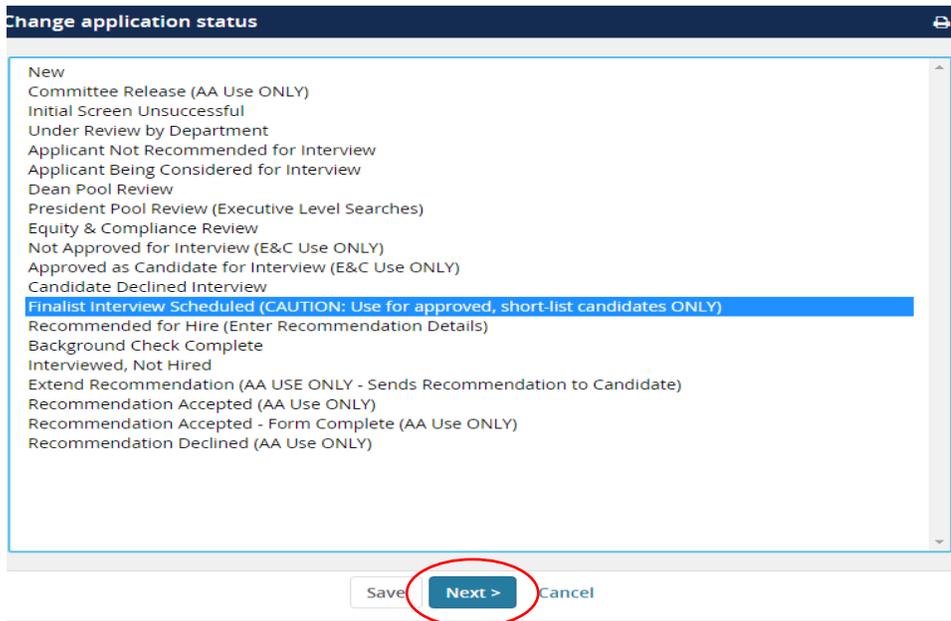
Only the approved candidates will populate from the overall applicant list, allowing you to quickly select and identify the 2-3 candidates you intend as your “Shortlist.”



**CAUTION:** If you are using the tiered interview approach after having received E&C approval of a large pool, you must have completed interviews of **ALL** approved candidates from the large pool before moving forward with identifying your “short-list” of candidates being considered for a final interview and possible recommendation.

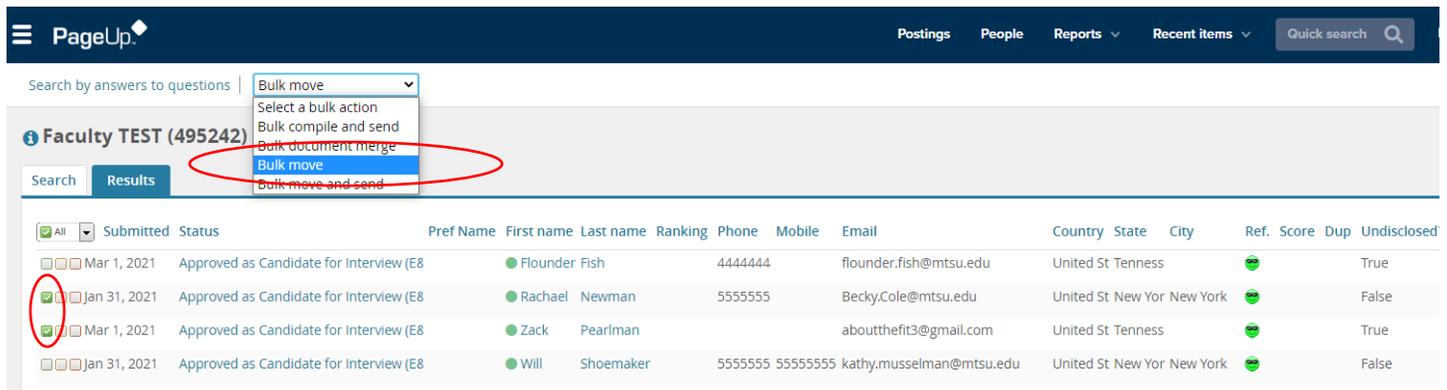
To transition your shortlist, you may select or deselect the applicants/candidates individually in the list generated from your search by just clicking on the box to the left of their names. Once you have selected/deselected and identified the 2-3 candidates transitioning to your shortlist, you may either change their workflow status individually or move them “in bulk” all at once. Transitioning them individually only requires you to click on the “Approved as Candidate for

Interview” in the Status column and select “Finalist Interview Scheduled” from the dropdown menu on the screen. Complete the process by hitting “Next” at the bottom of the page.

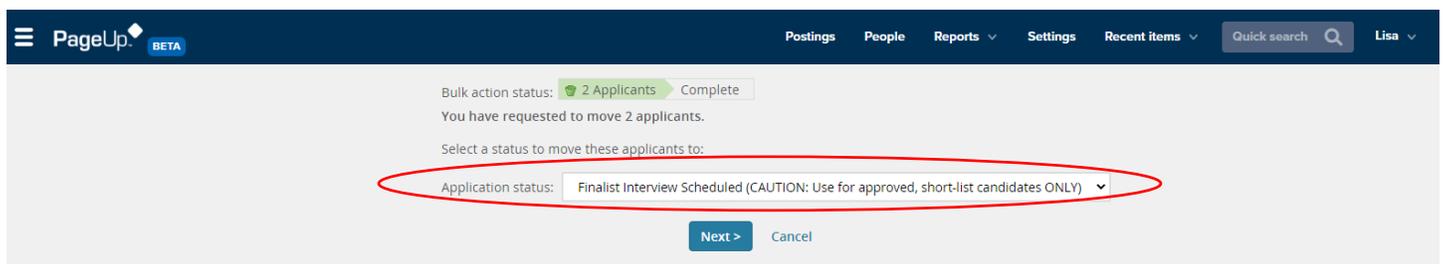


A “Confirm status change” box will populate, allowing you to preview the email automatically generated due to this transition. (Please do not modify the body of this email in any way.) Select “Move now” at the bottom of the page to ensure the email is generated and the status move is complete.

If electing to move the finalists in bulk, select the box to the far left of each final candidate’s name, scroll to the top of the page, and select “Bulk move” from the dropdown menu.



A new window will populate, allowing you to select the application status to be used for the transition. Select “Finalist Interview Scheduled” from the dropdown menu and click “Next.”



A bulk action status page will populate, DISPLAYING a blue banner bar depicting confirmation that an email to your applications has been initiated. You also can see the email content to be sent. Please **do not adjust** this screen or the automatically generated email sent to each selected candidate for your shortlist.

PageUp BETA

Postings People Reports Settings Recent items Quick search Lisa

Bulk action status: 2 Applicants Complete

You have requested to move 2 applicants to the status "Finalist Interview Scheduled (CAUTION: Use for approved, short-list candidates ONLY)".

You now have the opportunity to notify these people::

Communication template: -- No template --

**E-mail: Applicants: Yes No**

From: emp@mtsu.edu

Subject: Finalist Interview Approved

Message: Merge fields

Dear {FIRSTNAME},

Thank you for taking the time to submit your application for the position of [Faculty TEST](#) with Middle Tennessee State University.

Your application has been processed and assessed in line with the specific requirements for this position. After careful consideration, we're happy to advise that you have been approved as a finalist candidate for interview.

Scroll to the bottom of the page and select the "Move Now" button to complete the transition of the applicant status.

Or click to browse from local drive.  
5MB file size limit

Delay e-mail by: No delay

Status	Date	Time	Applicants affected
<input checked="" type="checkbox"/> Assessment 2		⚠️ 0 of 2	
<input checked="" type="checkbox"/> Interview 1		⚠️ 0 of 2	
<input checked="" type="checkbox"/> Line manager review 1		⚠️ 0 of 2	
<input checked="" type="checkbox"/> New application		⚠️ 0 of 2	
<input checked="" type="checkbox"/> Interview 2	Jul 27, 2021	5:56 pm	All
<input type="checkbox"/> Offer accepted			All
<input type="checkbox"/> Offer declined			All
<input type="checkbox"/> Offer made			All

Show all

Note

The following will be added to the applicant notes for administrators to view:

**Move now** Cancel

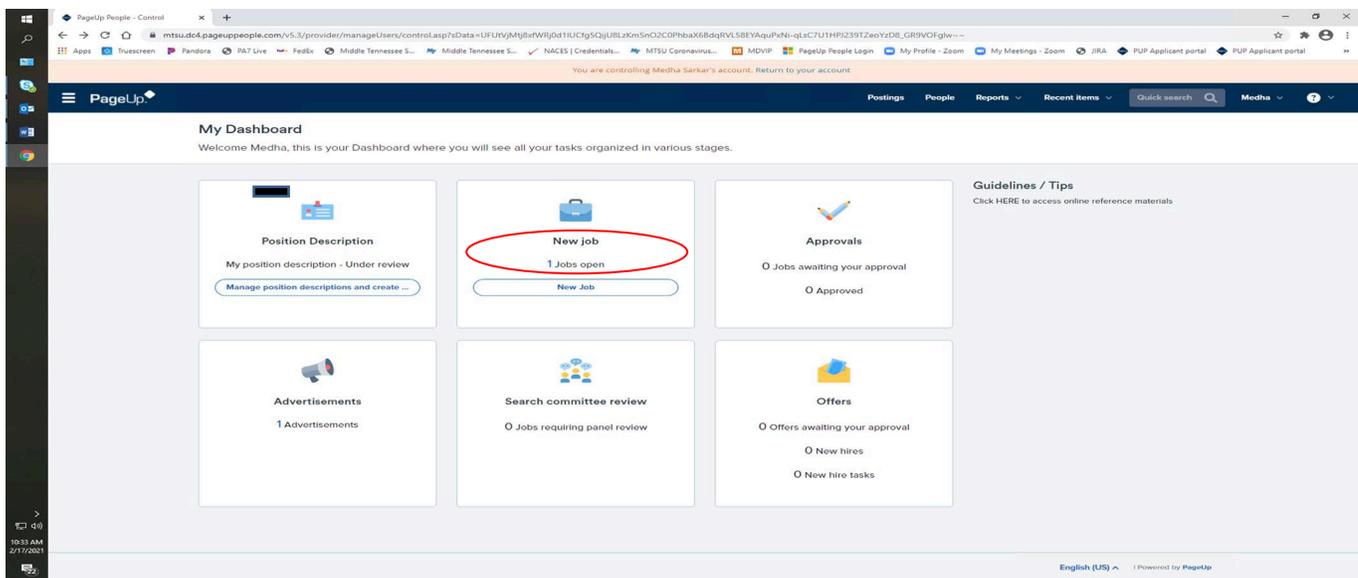
# RECOMMENDING YOUR FINALIST (AND RESULTING OFFER)

## DEPARTMENT CHAIR ACTIONS:

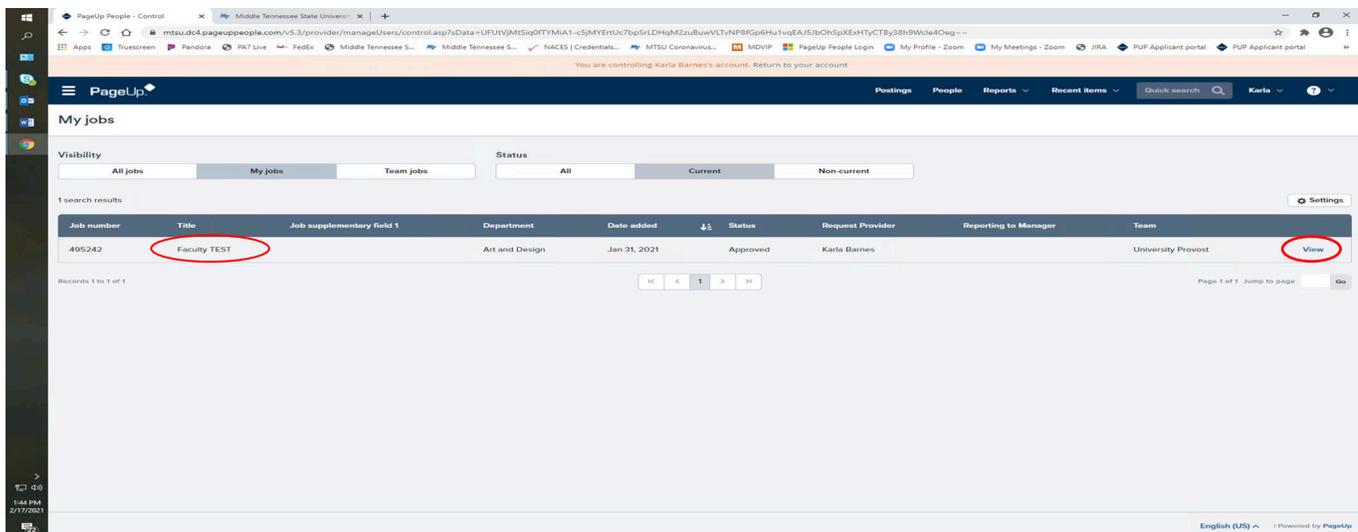
Once you have determined your recommended finalist and they have accepted the negotiated terms being recommended for the appointment, please log in to the online hiring system to initiate the recommendation/offer process at [mtsu.dc4.pageuppeople.com](https://mtsu.dc4.pageuppeople.com)

By this point, you should have already forwarded a salary recommendation form with the recommended finalist's CV to Becky Cole and received it back so you will have the approved recommended salary (range) information in order to finalize negotiated terms.

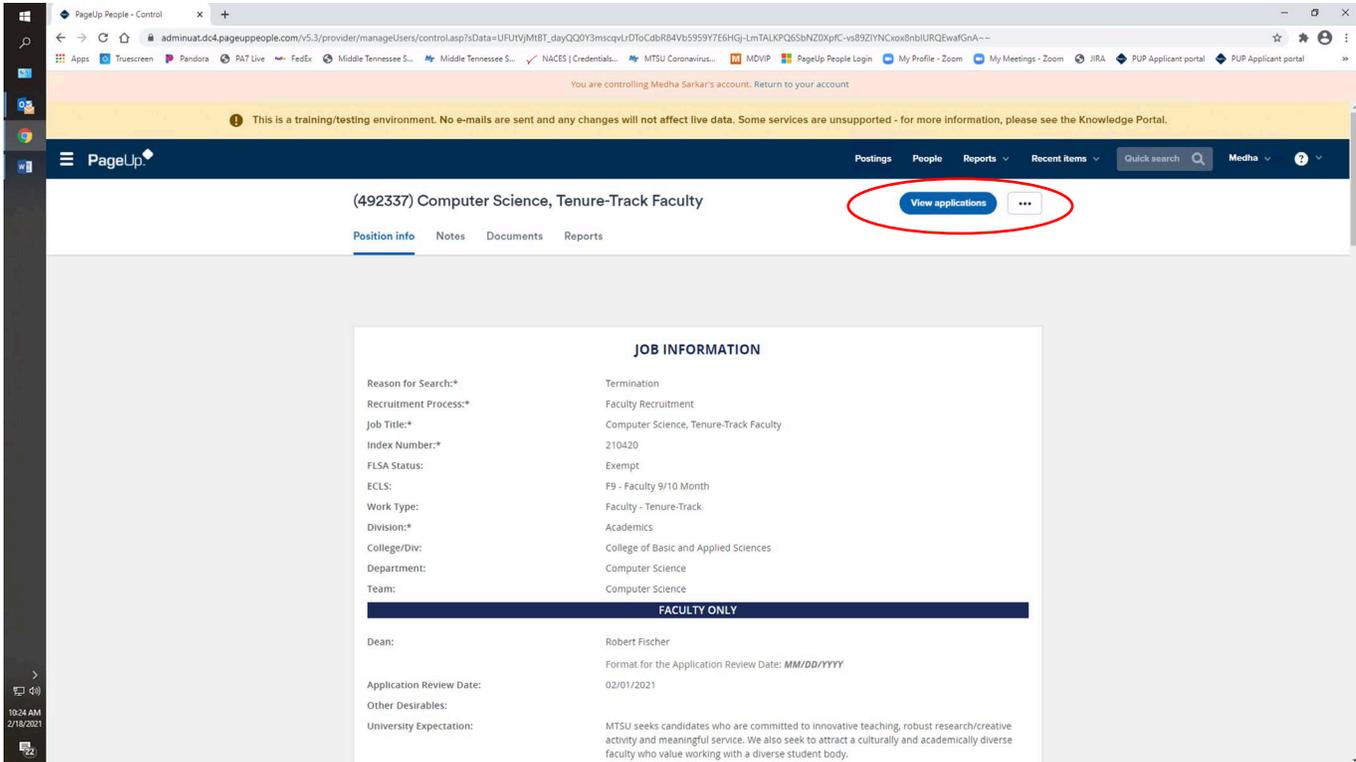
Locate your "My Dashboard" screen display. Under the "New Job" field, click on the "# Job open" link to travel in the system to your posting(s).



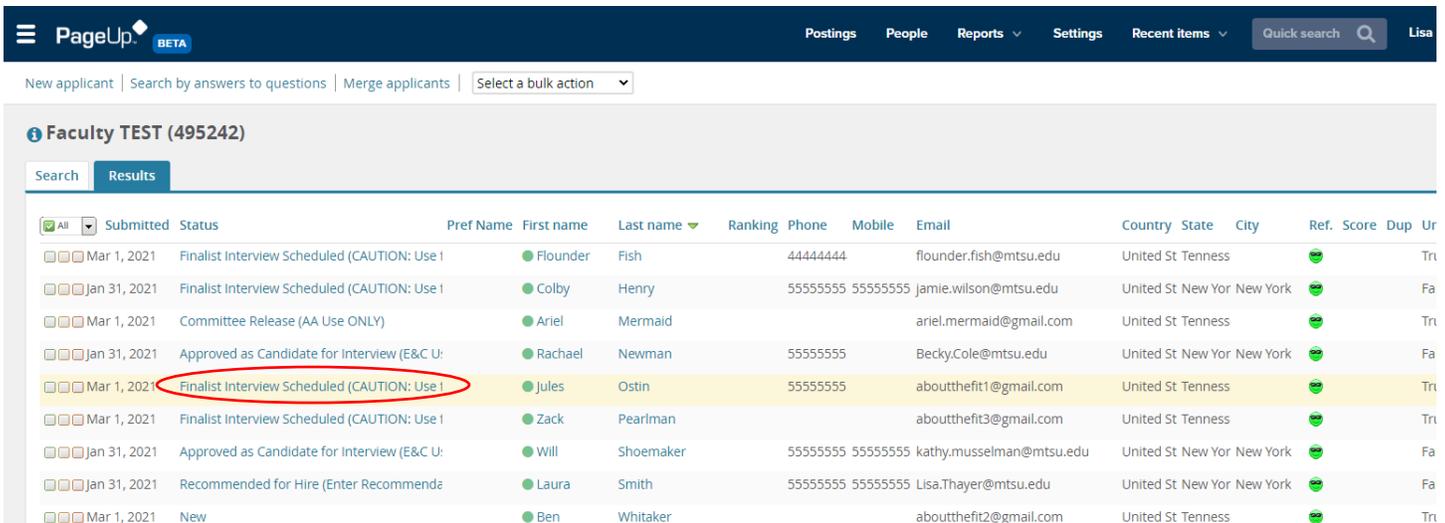
Locate your posting title from the list that populates and select it by clicking "View" at the far right.



Click on the blue **“View Applications”** button in the upper right corner to populate your list of applicants.



Once viewing your applicant list, locate your finalist’s name. At this point, your short-listed finalists should have already been moved to the workflow state *“Final Interview Scheduled.”*

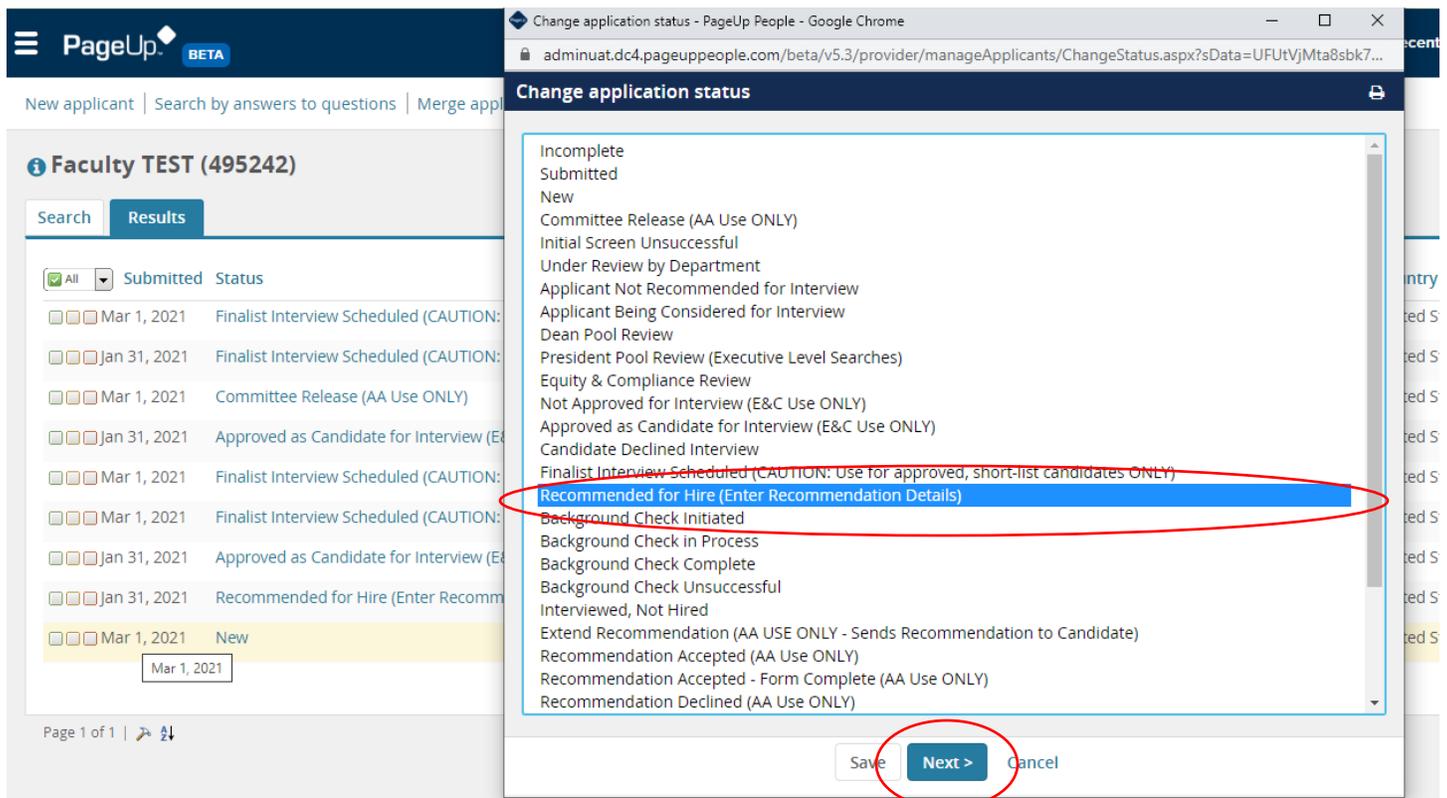


If choosing to move the finalists in bulk because you are searching for more than one position, select the box to the far left of each final candidate’s name, scroll to the top of the page, and select “Bulk move” from the dropdown menu. (Reference steps for a “bulk move” on Page 41 above.)

If your posting has multiple pages of applicants, a couple of options allow you to locate the recommended finalist quickly.

You may want to perform a “Search” using the workflow status to more quickly locate your finalist(s) in the list. (Please reference instructions for a search on Pages 39 and 40 above using the “Finalist Interview Scheduled” as your search category for the workflow status.)

After locating your recommended finalist’s name, click on their “Finalist Interview Scheduled” workflow in the “Status” column when recommending only one finalist. From the dropdown list that populates, select **“Recommended for Hire (Enter Recommendation Details)”** and click **“Next”** at the bottom of this drop-down list. Select this recommendation status as several workflow states contain *“Recommend.”*



A "Confirm status change" page will populate, allowing you to click on the blue "Move now" button at the bottom of the screen. Please **do not change** any preset default information at any point on this screen regarding emails. Both bubble options should remain with "• No" selected before completing this move step.

Confirm status change - Google Chrome

adminuat.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/changeStatus.asp?sData=UFUtVjMtQ2qcVJehnAQuu...

### Confirm status change

You are about to move Jules Ostin to a different status:

From status: Finalist Interview Scheduled (CAUTION: Use for approved, short-list candidates ONLY)

To status: Recommended for Hire (Enter Recommendation Details)

Communication template: -- No template --

E-mail: Applicant:  Yes  No

Additional users from Job:  Yes  No

Status	Date	Time	User
✓ Assessment 2	5 Mar 2021	2:07 pm	Wendy Beckman
✓ Interview 1	Mar 4, 2021	8:45 am	Lisa Thayer
✓ Interview 2	15 Mar 2021	11:16 am	Wendy Beckman
✓ Line manager review 1	4 Mar 2021	11:17 am	Wendy Beckman
✓ New application	Mar 1, 2021	3:22 pm	Lisa Thayer
✓ Compliance review	15 Mar 2021	11:29 am	Wendy Beckman

**Move now** Cancel

An "Offer/Recommendation Details" page will populate. Begin by completing the Current or Previous Employee Details by following the directions provided.

Current or Previous Employee Details

If the applicant you are extending an offer to is a current or previous employee of MTSU, then use the lookup below to select their employee profile. If the applicant is not a current or previous employee, or if the applicant is not found in the search, please leave the field blank.

Employee number:

Employee:   

No user selected.

Travel down the page to the "Faculty Positions Only" section of the offer card and begin providing the negotiated/agreed-upon terms of the recommendation. Please **do not** add information to the "Special Conditions for Appointment" section, as the Faculty Recruitment Specialist reserved this area for use.

Offer/Recommendation Details

Date Employee Desired:  

Faculty Positions Only

Salary: **Enter without \$ and commas but with decimal and cents**

Rank:

Administrative Supplement:

Approved Moving Allowance Amount: **Enter without \$ and commas but with decimal and cents**

Approved Immigration Reimbursement Amount: **Enter without \$ and commas but with decimal and cents**

Credit Toward Tenure:

Special Conditions for Appointment: 

Travel down the page to the “Positions Details” section and be sure to select the “Reason for Selection of Candidate.” (Please note, for Faculty appointments, the first selection will typically be used as many other options pertain more to HR’s Admin/Classified appointments.) You may use the [Salary Recommendation for Faculty Candidate](#) form you should have already submitted to and received back from Ms. Becky Cole to complete the three “Experience” boxes within this section. Continue completing this section, noting all boxes with an \* must be completed.

**Offer/Recommendation Details**

**Positions Details**

Reason for Selection of Candidate:\*

Other Higher Education Experience:

Other Related Experience:

MTSU Years of Experience:

Date References Checked:\* 

Reference Information Checked By:\*

Home Department Org Code:\*

Timekeeping Org Code:\*

Employee Campus Address:\* **Enter EXACTLY as  
MTSU Box XXXX**

Building Code:\*

Room Number:\*

Campus Telephone Number:\* **Enter as XXX-XXX-XXXX**

Scroll down to the “Approval process” section, where **you must** select “Academic Affairs Recommendation Approval” from the dropdown menu. You may use the lookup feature to include the following:

- Your Dean’s name,
- Mitzi Dunkley (for both areas designated Academic Affairs),
- Michelle Halman for Equity and Compliance, and
- Rebecca Cole for Provost/Designee.

Hit “**Save**” to initiate the approval process in the system and confirm by selecting “**OK.**”

(Any required boxes not completed will generate an alert for you to complete before moving forward.)

Offer/Recommendation Details - Google Chrome

adminuat.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/offer.asp?sData=UFUtVjMtwQFeK%2BtvOG0XkusKzX...

### Offer/Recommendation Details

Page 1 of 1 Records 1 to 4 of 4

**Approval process**

Originator:\*  🔍 ✎

[Email address: Lisa.Thayer@mtsu.edu](#) ▼

Approval process:  ▼

- None
- Academic Affairs Recommendation Approval**
- Admin/Classified Offer Approval

**Application status**

A complete Hiring Packet of hard copy materials must be submitted to Academic Resources for an electronic contract to be generated.

REMINDER: Reference information required on the "Offer Card" cannot be fulfilled by information provided within letters of recommendation. Direct department communication with a finalist's past employer/supervisor or colleagues (listed and/or unlisted) regarding their work performance must be completed prior to the recommendation within the system. This is especially pertinent/required when contacting their current employer.

***DEPARTMENT CHAIRS – your actions within the hiring system are complete now.***

## RECOMMENDING YOUR FINALIST - CONT.

### DEAN ACTIONS:

After receiving an automatically generated email alert in PageUp that you have a recommendation offer pending, please go into the hiring system to complete your approval.

You may click on a link within the email alert or log in to the system and locate the “Offers” field from your dashboard. When you have a recommendation approval pending, you should be able to see/select the “# Offers awaiting your approval” link.

The screenshot shows the PageUp dashboard with a dark blue header. The main content area contains six white cards with icons and text. The 'Offers' card is circled in red. A 'Guidelines / Tips' sidebar is on the right.

Card Title	Count
Position Description	My position description
New job	0 Jobs open, 6 Team jobs open
Approvals	0 Jobs awaiting your approval, 0 Approved
Advertisements	0 Advertisements
Search committee review	0 Jobs requiring panel review
Offers	1 Offers awaiting your approval, 0 New hires, 0 New hire tasks

From the screen that populates displaying information specific to the pending recommendation offer, select “View” from the far right.

The screenshot shows the PageUp offers list. A table displays offer details, and the 'View' link at the end of the row is circled in red.

Offer created	Applicant name	Originator name	Job title	Job number	View
Aug 10, 2021	Shannon Sohl	Jeannie Harrington	Jacobs Chair of Excellence in Accounting, Professional Practice-Track Faculty	492350	View

An "Offer/Recommendation Details" page will populate. Scroll down the page to the "Faculty Positions Only" section to view details regarding the negotiated recommendation.

**Offer/Recommendation Details** 

Date Employee Desired:  

**Faculty Positions Only**

Salary:

Rank:

Administrative Supplement:

Approved Moving Allowance Amount:

Approved Immigration Reimbursement Amount:

Credit Toward Tenure:

After reviewing details, you can scroll to the bottom of this page and **select** from the following:

There **will not** be a confirmation alert to populate regarding your approval; however, you can exit the online system or travel elsewhere if you have other pending actions.

***The steps above are critical to initiating the recommendation of your finalist, AND they alert the Faculty Recruitment Specialist to initiate the background report. Please follow these directions as presented.***

# FACULTY HIRES WITHOUT A SEARCH (HWO)

When a department finds themselves in need of an emergency full-time faculty hire without a search (HWO), which should be the exception – not the rule, they must obtain approval from their Dean, the Provost, and IE&C via submittal of the Request for Waiver of Search Procedures form:

## [Hire Without A Search Waiver Form](#)

8/29/23, 2:14 PM

Request for Waiver of Search Procedures | Dynamic Forms

Timer Hide  
44 minutes  
\* = required field



### Request for Waiver of Search Procedures

College:  Department:  Date:

Dean:  
First Name:  Last Name:  Email:   
Dean's Assistant:  
First Name:  Last Name:  Email:   
Chair's Assistant:  
First Name:  Last Name:  Email:

#### Position to be Filled

Position #:  Previous Employee/Rank/Title:

#### Recommendation

Name of Recommended Person:   
Appointment Type:  Contract Type:

Please attach a copy of Provost's approval, if applicable.

#### Justification for Request to Hire Without a Search

Please provide a statement to justify filling position for one year or less without a search process.

DEPARTMENT CHAIR: I request a waiver of regular search procedures as specified above.

#### Approval/Denial

DEAN:  Approved  Denied

<https://dynamicforms.ngwebsolutions.com/Submit/Page?form=2265693c-1848-4db9-9dba-a5c3acce95a2&section=388666&page=331382&token=7a...> 1/2

Be sure to include all information requested in the upper boxes before submitting for signatory approval. You may attach any email correspondence associated with your request and approval when submitting the waiver form and reference them in the Justification section of the form as "See attached." Such supporting documentation can be helpful for those providing signatory approval; however, these emails **do not** replace the required waiver form, which must still be included and routed within the hiring packet.

Please also submit a request to initiate a background report when filling a faculty position as a HWO. Please follow the directions closely provided on the form, which can be accessed at:

<https://mtsu.edu/provost/forms/BackgroundADJandHWOonly012523.pdf>

***The accuracy of the information being provided is critical!!!***

Rev.  
01/25/2023



**OFFICE OF THE UNIVERSITY PROVOST**

### **ELECTRONIC BACKGROUND CHECK REQUEST FORM**

**NOTE: TO BE USED FOR ADJUNCT FACULTY and FULL-TIME TEMPORARY FACULTY APPROVED for HIRE WITHOUT a SEARCH ONLY**

Email this form to the appropriate address listed below **by clicking on the envelope icon at the top left of the form window in Adobe Professional!** after completing the information requested below.

**DO NOT PRINT and MAIL/DELIVER TO OUR OFFICE**

First Name, Middle Name:	
Last Name:	
Personal Email Address:	
Department:	

Check here if request is for Nursing Department Clinical Faculty

#### What happens after Academic Resources receives your electronic request?

1. Adjunct/HWO FTT will receive an email from Academic Affairs alerting them that they will soon receive an email from TrueScreen requesting completion of their background check information form via the Application Station portal
2. Academic Resources submits above information to TrueScreen
3. Truescreen emails faculty member with direct link to background check information form in Application Station
4. Adjunct/HWO FTT will have **4 days** to complete background check information form
5. Academic Affairs will receive notification emails when background check is completed and when results are available

For questions, please contact:

Adjunct Faculty: Angie Parsons, [Angie.Parsons@mtsu.edu](mailto:Angie.Parsons@mtsu.edu) 615-898-5544

FTT Hires W/O Search: Mitzi Dunkley, [Mitzi.Dunkley@mtsu.edu](mailto:Mitzi.Dunkley@mtsu.edu) 615-898-5128

[Submit for Adjuncts](#)

[Submit for Full-Time Faculty](#)

Hiring packet items should be compiled and forwarded to Academic Resources. Please include items listed on the checklist specific to the packet for hires without a search found at:

[https://www.mtsu.edu/provost/recruit\\_documents/hiring\\_paper.pdf](https://www.mtsu.edu/provost/recruit_documents/hiring_paper.pdf)

Print Form

MIDDLE TENNESSEE STATE UNIVERSITY

For Academic Affairs use only  
File Review Date:

OFFICE OF THE UNIVERSITY PROVOST

**FULL-TIME FACULTY HIRING CHECKLIST WITHOUT SEARCH**

FEDERAL LAW REQUIRES SECTION 1 OF AN I-9 BE COMPLETED ON OR BEFORE THE FIRST DAY OF EMPLOYMENT AND SECTION 2 OF THE I-9 BE COMPLETED WITHIN THREE BUSINESS DAYS OF EMPLOYMENT START DATE (THIS WILL BE THE FIRST DAY OF CLASSES FOR FULL-TIME FACULTY).

Personnel Appointment (PAF) Form (full-time faculty **DO NOT** sign PAF)

Academic Preparation Certification (SACSCOC) Form \*

Salary Recommendation for Faculty Candidate Form

Request for Waiver of Search Procedures form

Candidate's curriculum vita

Three current letters of recommendation (date should not precede job posting date) \*\*

Original transcripts of college degrees as **sent DIRECTLY** to the **MTSU DEPARTMENT** (all completed degrees required; must not be "issued to student"!)

*\* If the candidate will be an exception to SACSCOC criteria, please include justification on the SACSCOC form including documentation of a minimum of three external sources of experience, honors, awards, etc. that attest to the individual's ability to teach and to exhibit an understanding of learning outcomes.*

\*\* Letters of recommendation should be from sources external to MTSU, specific to the position, addressed to the Department Chair, signed originals with a current date, and on letterhead. General dossiers will not be accepted.

Rev. 3/25/19

Do not write in this area

Do not write in this area

# QUESTIONS

Faculty Recruitment Specialist

Mitzi Dunkley

Email: [Mitzi.Dunkley@mtsu.edu](mailto:Mitzi.Dunkley@mtsu.edu)

Phone: 615-898-5128