

Sam Houston State University Human Resources



Checklist—Faculty Employees

Employee Name [REDACTED] SAM ID: [REDACTED] Hire Date 09/01/18

Hiring Department: [REDACTED] Form completed by (print name): [REDACTED]

NOTE: Please complete only the section that is applicable to the type of faculty EPAF you are processing (New Faculty, Teaching Overloads, or Transfer to Tenure Track), sign the bottom and submit this page along with the required documents to Academic Affairs.

❖ Denotes required documents that must be submitted to Academic Affairs for EPAF approval.

NEW FACULTY - Tenure Track, Lecturer-Pool, Clinical, Visiting Asst Professor (or returning faculty after a long semester break in service)

- ✓ ❖ **Criminal Background Check** policy has been verified in accordance with Human Resources Policy ER-9 for applicant selected to fill a security sensitive position. Request submitted and results have been received from HR. attach printed email
- ✓ ❖ **Social Security Card** copy attached with SSN redacted
Employee has been advised that he/she must provide an original, valid social security card at HR New Employee Orientation. If original social security card is not available, direct the employee to locate the nearest Social Security office to obtain a Social Security Administration application receipt to provide in person to the HR office.
- ✓ **Electronic Personnel Action Form (EPAF)** is sent through approval channels and **MUST** reflect the name and social security number as it appears on the employee's social security card.
- ✓ ❖ **Online employment application** is complete through PeopleAdmin – print and provide copy
- ✓ ❖ **Faculty Credential Review Form**
- ✓ ❖ **Letter from Chair/Dean**
- ✓ ❖ **Vitae/Resume**
- ✓ ❖ **Acceptance Letter** – can be forwarded to Academic Affairs upon receipt, it is not necessary to hold the packet for this
- ✓ ❖ **English Language Proficiency Form**
- ✓ ❖ **Three (3) Recommendation Letters**
- ✓ ❖ **Official Transcripts for all degrees**
- ✓ ❖ **Employee Statistical Data Sheet** is complete and attached. (Revision 11/2015)
ALSO scan and email to employment@shsu.edu with "New Hire Faculty" in the subject line
- ✓ **HR New Employee Orientation Attendance** - Employee has been informed that they must attend before the beginning of the semester a Human Resources New Employee Orientation Session or visit the HR office (appointment required) in order to complete necessary HR processing to include, I-9, Direct Deposit, required employment, insurance, and retirement.
- A/A ❖ **U.S. Selective Service Registration** required proof must be attached and forwarded to Human Resources
It is required that male applicants, age 18 to 25, present proof of registration at the time of the job offer.
You can find more information about U.S. Selective Service Registration here.

STAFF TEACHING OVERLOADS (staff who are teaching for the first time)

- ___ ❖ **Faculty Application** – first time teaching only
- ___ ❖ **Faculty Credential Review Form**
- ___ ❖ **Letter from Chair/Dean**
- ___ ❖ **Vitae/Resume**
- ___ ❖ **English Language Proficiency Form**
- ___ ❖ **Three (3) Recommendation Letters**
- ___ ❖ **Official Transcripts for all degrees**

TRANSFER TO TENURE TRACK

From Lecturer-Pool, Clinical, Visiting Asst Professor
(with no long semester break in service)

- ___ ❖ **Online employment application** is complete through PeopleAdmin – print and provide copy
- ___ ❖ **Faculty Credential Review Form**
- ___ ❖ **Letter from Chair/Dean**
- ___ ❖ **Updated Vitae/Resume** showing SHSU Service
- ___ ❖ **Updated Official Transcript** if additional degrees are earned since initial employment

Hiring Department Signature [REDACTED]
Department Representative—Signature

5/29/18
Date

HR Only: Appropriate Section of New Employee Checklist is complete and required documents to HR.

[REDACTED]
HR Department—Print Name

[REDACTED]
HR Department Signature

[REDACTED]
Date

Whitney, Karen

Email Sent
(Upon Position Posting)

Subject:

FW: New Posting: Assistant Professor of

Good morning,

The Assistant Professor of (Instruction position has been posted to the following web address: <http://shsu.peopleadmin.com/postings/>

Candidates can be viewed at: <https://shsu.peopleadmin.com/hr/sessions/new>

Please review the Academic Instructional Staffing Policy: [Academic Policy Statement 800114](#)
Also, there is a search committee training video that can be viewed [here](#).

Interviews, References and Job Offer

We encourage hiring committees and managers to use a screening matrix (rubric), a tool used to help evaluate applicants based on the educational and experience requirements stated in the job posting. The screening matrix helps ensure candidate selection decisions are made based on job-related criteria. An example matrix is provided as an attachment to this email.

Once you have selected the candidates you would like to interview, contact Christene Hughes via email with the names of the candidates. Our Diversity Coordinator (Heather Varela) will review the candidates for diversity and we will notify you when you may begin scheduling interviews. All candidates must submit an official application online through PeopleAdmin. Interview and reference questions should be similar for each applicant, and be strictly job related.

As required by SB 805, if you select six or fewer applicants for an interview, one qualified veteran's preference applicant from the pool *must be interviewed*. What is a qualified veteran's preference applicant? A qualified veteran's preference applicant is any applicant that meets the qualifications for the job as stated in the job posting and who self-identify as being eligible for Veteran's Preference on the application.

If you select more than six applicants for an interview, at least 20% of the number interviewed must be qualified veteran's preference applicants. If there are no veteran's preference applicants in the qualified applicant pool, there is no requirement to interview a veteran. Please use the chart below as a reference for applying this requirement to your applicant pool for applicants who self-identify as being eligible for Veteran's Preference on their application:

# of Individuals Selected for Interview	Minimum # of individuals to interview with Veteran's Preference (required)
1 – 6	1
7	1 (20% of 7 = 1.4, round down to 1)
8	2 (20% of 8 = 1.6, round up to 2)
9	2

When you have concluded interviewing, please let us know who you have selected to fill the position and who was screened out of the hiring process for not meeting the minimum requirements of the position. Send the completed hiring evaluation checklist to Human Resources.

Your Dean's office must approve the final candidate for faculty positions, prior to the contingent job offer. Once you receive approval, the department hiring authority can contact the candidate to extend the job offer contingent on an acceptable criminal background check. The offer is valid as long as the selected candidate's criminal background check is returned as employable (refer to Finance & Operations Human Resources Policy ER-9, Criminal Background Checks, for additional details).

Creation of the EPAF may occur once the contingent job offer is accepted and a start date has been agreed upon between the University and the selected candidate. If you need assistance with the EPAF process, please let us know.

Advertising

If you plan to post this position on an external website or publication, please send a copy of the ad to Human Resources prior to submitting the information to the Procurement and Business Services Department or the publication. The HR Staffing Specialist will review and edit the ad as necessary to accommodate HR policy and legal requirements. All advertisements must include the EEO/AAP statement.

Records Retention

The Human Resources Department maintains the official applications for three years. The search committee chair needs to maintain the committee documentation, copies of letters sent, etc., for three years. **Please note: All committee documentation is subject to the Texas Open Records Act. Contact the Human Resources Department if you receive an open records request.**

The Affirmative Action Plan Goals are attached for your reference.

Please let us know if we can be of further assistance. We are here to help you with each step of this process.

Christene Hughes, MBA, PHR
Human Resources Specialist
Sam Houston State University
936-294-2431 – office
936-294-3611 – fax

**Faculty Credentials
New Hire Documentation**

This form should be completed for each new instructional hire and be submitted with the hire approval letter to Academic Affairs.

Date: 12/05/2017

Faculty Name: [REDACTED]

Hiring Department: [REDACTED]

Courses to be taught (include prefix, number, and title):
[REDACTED]

Does the candidate possess the terminal degree in the teaching discipline directly related to the course(s) he or she will be teaching? (If yes, stop here) ☒ No ☐ YES

Does the candidate possess a master's degree with a concentration in the teaching discipline (minimum 18 graduate semester hours) directly related to the course(s) he or she will be teaching?
☐ No ☒ YES

Will the candidate be assigned to graduate-level coursework? ☒ No ☐ YES

If the candidate does not possess a master's degree with a concentration in the teaching discipline, OR will be teaching graduate-level coursework, please complete the following.

In addition to the highest earned degree in a discipline, Institution may satisfy SACSCOC faculty credentials guidelines through demonstration of faculty competence, effectiveness, and capacity, including, as appropriate, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

Rationale for faculty credentials (Complete all that apply):

Extensive Work/Professional Experience in Discipline:

Discipline-Related Licensure and Certifications:

Discipline-Related Honors and Awards:

Extensive Publications and/or Presentations in Field:

Other:

Approvals:

[REDACTED] 12-11-17
Department Chair Date

[REDACTED] 1-9/18
Academic Dean Date



Dana G. Hoyt

Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

OFFICE OF THE PRESIDENT

January 9, 2018

Dear [REDACTED]

It is a pleasure for me to offer you an [REDACTED] as [REDACTED] in the [REDACTED] at Sam Houston State University. The effective date of this employment will be Spring Semester, 2018, at a salary of [REDACTED] (1.00 position) for the term.

This employment is contingent upon enrollment and approval by the Board of Regents of The Texas State University System.

I shall appreciate your replying to this offer as soon as possible.

Sincerely,

Dana G. Hoyt
President

cc: Dr. Richard F. Eglseer

[REDACTED]
Human Resources

Sam Houston State University is an Equal Opportunity/Affirmative Action Institution

Box 2026 • Huntsville, Texas 77341-2026 • 936.294.1013 • Fax 936.294.1465 • dghoyt@shsu.edu

**Sam Houston State University**

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

COLLEGE OF [REDACTED]
[REDACTED]

RECEIVED

JAN - 9 18

ACADEMIC
AFFAIRS

DATE: December 13, 2017

TO: Dr. Egisaer, Provost and Vice President
Academic AffairsTHROUGH: Dr. [REDACTED] Dean
College of [REDACTED]

FROM: Dr. [REDACTED]

SUBJECT: Faculty New Hire – Spring 2018

I purpose to hire the following faculty member:

[REDACTED]

Spring 2018 Semester – teaching two lectures and one [REDACTED]

Salary: [REDACTED] 00 FTE x [REDACTED] for a total of [REDACTED] for the semester
FTE: 1.00

Thank you.

Forwarded to the President with
a recommendation for approval.R. Egisaer
Provost1-9-18
Date*Sam Houston State University is an Equal Opportunity/Affirmative Action Institution*

[REDACTED] • [REDACTED] • 936.294. [REDACTED] • Fax 936.294. [REDACTED]



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

COLLEGE OF

RECEIVED

154 - 2. 76

ACADEMIC
AFFAIRS

December 13, 2017

Dear

It is a pleasure to offer you a position as an adjunct faculty at Sam Houston State University [REDACTED] for spring semester, 2018. This tentative offer is subject to the approval of the College [REDACTED], Dean, Provost and Vice president for Academic Affairs, the University President and The Texas State University System Board of Regents. If approved by all parties the semester salary effective January 16, 2018 through May 31, 2018 will be \$[REDACTED]. You will be teaching in the [REDACTED]
[REDACTED] begin January 17, 2018 and end May 10, 2018.

Our courses are supplemented with Blackboard material. Faculty development Blackboard courses are available to faculty for free at SHSU. If you have not used Blackboard or are not proficient in its use, please avail yourself of the opportunity to take these courses to update your knowledge and skills with online technology. The next online Blackboard training sessions will begin in the spring semester.

As an employee of Sam Houston State University, you will have some mandatory training. If this training is not completed as required, you will not be eligible for rehire. An adjunct professor is not required to attend faculty meetings or committee meetings, however, you are always welcome to attend should you desire. Please advise me in writing as soon as possible if you intend to accept this offer.

Sincerely,

Sam Houston State University

Cc: Dr. [REDACTED]

Sam Houston State University is an Equal Opportunity/Affirmative Action Institution

Huntsville, Texas • 936.294-1111 • Fax 936.294-1112

McMurrey, Connie

From: Zavala, Patricia
Sent: Tuesday, May 23, 2017 8:32 AM
To: [REDACTED]
Cc: Hughes, Christene
Subject: Clearances

Importance: High

We have received background check results for the following applicants:

[REDACTED]

You may now begin the EAPF to continue through the hiring process. If you have any questions, please call Christene Hughes at 4-2431.


To view information regarding the background check process, please visit: http://www.shsu.edu/intranet/policies/finop/human_resources/documents/ER-9.pdf. If you have any questions, please do not hesitate to give us a call.

*Patricia Zavala
CHSS Bldg. Room 410
P.O. Box 2356
Huntsville, TX 77341-2356
(936) 294-2637*



The following hire packet documents were excluded for confidentiality purposes:

- **Applicant Cover Letter**
- **Curriculum Vitae**
- **Statement of Teaching Philosophy**
- **Letters of Recommendation (3)**
- **Transcripts**
- **Application**

	<p align="center">Workforce Diversity Plan Hiring Evaluation Checklist</p>	<p align="center">Sam Houston State University</p>
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Requisition #: _____ Title: VAP Selected Candidate: _____

1.	<p>Was the process followed as outlined in the Human Resources Staffing Policy (E-1) or the Academic Instructional Staffing Policy (800114) for Faculty? If no, please explain:</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
2.	<p>What criteria was used to determine the list of candidates to be interviewed (i.e., preferred qualifications, higher educational degree level, certifications, additional experience, etc.)? Qualifications, education, certifications and teaching and practice experience</p>	
3.	<p>Did any of the applicants who met the minimum qualifications of the position self-identify as being eligible for the Veteran's Employment Preference?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
4.	<p>If you answered yes to question number 3, were at least 20% of the total number of candidates interviewed applicants who self-identified as being eligible for the Veteran's Employment Preference and who also met the minimum qualifications of the position? If no, please explain:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
5.	<p>Were the candidates who were interviewed asked the same interview questions that cover objective, job related criteria? If no, please explain: See submitted interview guide</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
6.	<p>Did the hiring department advertise in any other publications, at conferences, with professional organizations, etc., specific to the position (excluding any employment ads placed by the Human Resources Department)? If yes, please list all sources used:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
7.	<p>Did the selected candidate demonstrate the ability to work effectively with diverse employee and/or student groups?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
8.	<p>What do you believe the selected candidate will bring to the position that sets this candidate apart from the rest of the applicant pool? There was only one qualified applicant. She currently works as a consultant and adjunct faculty member within the SON.</p>	

Signature – Hiring Manager or Search Committee Chair _____

Date _____

Human Resources Section:	
Reviewed by: _____	Date: _____



CONFIDENTIAL RATING SHEET

APPLICANT NAME: _____

POSITION: _____

INTERVIEWER: _____

DATE: _____

FACTOR	COMMENTS	RATING 1-5				
Experience/ Perception of the Job Does the candidate have advising experience? Does he/she have a good understanding of the job?	 . previous exp. Teaching exp	1	2	3	4	5
Communication Skills How well did this candidate communicate in the interview?	Communicates well, Good eye contact	1	2	3	4	5
Professional Development How well has this candidate kept up with advising information? How much professional development will this candidate need?	Completing PhD, has teaching experience & maintains 	1	2	3	4	5
Advising and Evaluation of Students How will this candidate interact with students? Will she/he be able to advise and evaluate students effectively?	Understands academic advising. Will need training for S.H.S.U. specifics	1	2	3	4	5

1=Unacceptable 2= Below Average 3=Average 4=Above Average 5= Exceptional

OVERALL IMPRESSION:

Will need curriculum development support. Well qualified for position

I recommend this candidate for the position:

YES

NO

CONFIDENTIAL RATING SHEET

APPLICANT NAME: _____

POSITION: _____

INTERVIEWER: _____

DATE: ____/____/____

FACTOR	COMMENTS	RATING 1-5				
Experience/ Perception of the Job Does the candidate have advising experience? Does he/she have a good understanding of the job?	_____ has been a man man as well as an _____	1	2	3	4	5
Communication Skills How well did this candidate communicate in the interview?	Clear, organized communicator.	1	2	3	4	5
Professional Development How well has this candidate kept up with advising information? How much professional development will this candidate need?	_____ manages her professional development	1	2	3	4	5
Advising and Evaluation of Students How will this candidate interact with students? Will she/he be able to advise and evaluate students effectively?	_____ has good IDEA ratings & deals w/ students effectively	1	2	3	4	5

1=Unacceptable 2= Below Average 3=Average 4=Above Average 5= Exceptional

OVERALL IMPRESSION:

Organized; has good prior experience.

I recommend this candidate for the position:

YES

NO

CONFIDENTIAL RATING SHEET

APPLICANT NAME: _____

POSITION: _____

INTERVIEWER: _____

DATE: ____ / ____ / ____

FACTOR

COMMENTS

RATING 1-5

Experience/ Perception of the Job Does the candidate have advising experience? Does he/she have a good understanding of the job?	Has good understanding of job and willingness to learn what's needed	1	2	3	4	5
Communication Skills How well did this candidate communicate in the interview?	Communicates well, great eye contact, appears very comfortable	1	2	3	4	5
Professional Development How well has this candidate kept up with advising information? How much professional development will this candidate need?	Completing PhD. Experience as [redacted] and curriculum dev. Aware of need to learn more specifics of role and willing to [redacted]	1	2	3	4	5
Advising and Evaluation of Students How will this candidate interact with students? Will she/he be able to advise and evaluate students effectively?	Great IDEA scores and comments from past students. Many stated she goes well above and beyond	1	2	3	4	5

1=Unacceptable 2= Below Average 3=Average 4=Above Average 5= Exceptional

OVERALL IMPRESSION:

[redacted] has shown she is a good fit for our team. Very Resourceful, willing to learn and build on experience to help build a successful graduate program.

I recommend this candidate for the position:

YES

NO

Applicant Name: _____

Date: _____

Interviewer Name: _____

Position: _____

1. What do you think are your strengths and weaknesses related to the role of _____ program coordinator?

educ process - curriculum develop a participant
W - Will need to review current standards - look @ both accrediting bodies

2. Describe your plan to develop the needed policies and procedures for the new _____ program?

Start @ ^{SHSU} policies & build on that
Will contact other colleagues to see what they can share
Will use online resources

3. Describe your experience with _____ clinical sites. How do you plan to develop the needed number of sites to meet student learning needs?

Most sites are places I have worked. Will look @ current _____ clinical sites & who will add _____. Will continue to work @ previous & add _____

4. The _____ faculty and staff work as a team. Can you give some examples of how you have contributed to a team in previous positions? How do you see yourself contributing to our team?

Prior position - each member was content expert in area. Offered to help others when able. Can help with clear directions from if not clear if expertise
Will seek input & help where needed.

5. SHSU has a proposed _____ and is considering interprofessional education for _____. Discuss your experience with and position on _____

Participant in _____. Likes learning & saw benefit of education & increase residents. Wanted to see what can be done, esp @ sim

6. Discuss ideas for maintaining professional practice hours required for certification.

Volunteering & part position. Work during breaks & holidays
Interested in faculty graduate clinics. This would be the hardest part. Cross-coverage & faculty to allow time

Class by class for online

Applicant Name: _

Date: _

Interviewer Name: _

Position: Nsgt

1. What do you think are your strengths and weaknesses related to the role of ~~program~~ program coordinator?

Strengths - ~~curriculum development~~
Weakness - ~~current standards & accrediting bodies~~

2. Describe your plan to develop the needed policies and procedures for the new ~~program~~ program?

~~Build on existing policies~~
~~may overlap in undergrad~~
~~Have colleagues who can tap into from other academic~~
~~online resources, PhD program contacts with professors~~

3. Describe your experience with ~~clinical sites~~ clinical sites. How do you plan to develop the needed number of sites to meet student learning needs?

~~Colleague contacts, current sites, collaborating~~
~~talk to administration~~

4. The ~~faculty and staff~~ faculty and staff work as a team. Can you give some examples of how you have contributed to a team in previous positions? How do you see yourself contributing to our team?

~~Offer help/assistance to others as content expert~~

5. SHSU has a proposed ~~and is considering interprofessional education for~~
Discuss your experience with and position on

~~Been a participant with~~ - all bring different perspectives
~~and all contribute, value opinions of others, great~~
~~learning experiences~~

6. Discuss ideas for maintaining professional practice hours required for certification.

~~Volunteer opportunities & garden (breaks, holidays, etc)~~

Applicant Name: _____

Date: _____

Interviewer Name: _____

Position: _____

1. What do you think are your strengths and weaknesses related to the role of _____ program coordinator?

Worked as _____ has done curriculum development.
Needs to check current educational requirements

2. Describe your plan to develop the needed policies and procedures for the new _____ program?

See what exists; needs to be consistent & undergrad & university wide P&P. Knows other _____; will use online resources, too.

3. Describe your experience with _____ clinical sites. How do you plan to develop the needed number of sites to meet student learning needs?

has resources; volunteer clinics, contacts which may work.
wants more sites than students - aware of need for _____

4. The _____ faculty and staff work as a team. Can you give some examples of how you have contributed to a team in previous positions? How do you see yourself contributing to our team?

has prior experience working in teams. Willing to pick up as she is needed.

5. SHSU has a proposed _____ and is considering interprofessional education for _____

Discuss your experience with and position on _____
Has experience to _____; culture of safety.

6. Discuss ideas for maintaining professional practice hours required for certification.

Volunteer hours - part time work.
Willing to set up hours free for faculty.
? Hybrid model > maybe 2 sessions in person.