**Final Hiring Approval Checklist**

**INSTRUCTIONS This form is used as a hiring process compliance checklist and must be completed and fully executed prior to hiring any budgeted staff, faculty and/or research positions at Texas A&M University-Commerce.**

**Hiring Department: Please complete all blanks affirming the hiring processes were completed by the department and documentation is uploaded to PATH. *Offer letter may not be sent until fully executed.***

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| **PATH posting #** | **Position Title** | **Department**  | **PIN** |
| New Hire Name: |  | Replacing: |  |
| [ ] Tenure Track | Years of service brought toward tenure -       | [ ] Non-Tenure Track | [ ] Professional Track | [ ]  Staff |
| [ ] Ad-Interim Temporary position – may only serve in position for no longer than one year. Search must be conducted for replacement. | [ ] Post Doctoral or Associate Research Scientist | [ ] Specify if other  |
| Length of Appointment: (if applicable) |  | Starting Date: |  | Ending Date:(if applicable) |  |
| Account(s): |  | Salary Amount: |  | Start-up costs / Contingencies: |  |
| If not U.S. Citizen indicate status | *[ ] J-1 [ ] B-1 [ ] H-1 [ ]  Other*  |
| Applicant has verbally agreed to conditions outlined above: | **[ ]** Yes | **[ ]** No |

**Changes to the status for all applicants and the following fully executed documents must be uploaded to the posting in PATH for the Compliance Checklist to be complete:**

* Hiring Matrix or Numerical Ranking System *(All individual matrices including compiled matrix)*
* Interview Documentation *(Notes taken by each committee members and/or Hiring Manager of the phone and face-to-face interview questions and the responses of each applicant interviewed )*
* References *(Reference Verifications / Reference contact forms with responses for all reference checks)*
* Notes/Emails/Narratives *(Recommendation for hire from committee or hiring manager)*
* Criminal History Form (*Attach email from HR confirming background check is complete)*
* Credentials/Licensure Form – (*Attach email from HR confirming degree verification is complete if required for position*)
* Official Transcript *(All transcripts, originals must be on file in the Provost office)*
* Primary Language Form *(required for faculty appointments)*
* FERPA *(required for faculty appointments and other positions as necessary)*
* Faculty Credential Forms with all signatures *(if applicable to position)*
* Graduate Faculty Membership Application form *(if applicable to position)*
* Outside Ads *(Copy of any ads placed by department)*
* Other Documents 1 & 2 *(Any other correspondence or other information pertinent to the hiring process)*

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| Department Head /Hiring Manager Approval | Date |
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| Dean/Director Approval | Date |
|       |       |
| Human Resources  | Date |
|       |       |
| Vice President / President Approval  | Date |

**NOTES:**