# 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.*

<table>
<thead>
<tr>
<th>PATH posting #</th>
<th>Position Title</th>
<th>Department</th>
<th>PIN</th>
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<tbody>
<tr>
<td>New Hire Name:</td>
<td>Replacing:</td>
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- **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:**

- **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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<tr>
<th>Department Head /Hiring Manager Approval</th>
<th>Date</th>
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<th>Dean/Director Approval</th>
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<th>Human Resources</th>
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<tr>
<th>Vice President / President Approval</th>
<th>Date</th>
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**NOTES:**

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*Final Hiring Approval Checklist* Updated 08/15/2013