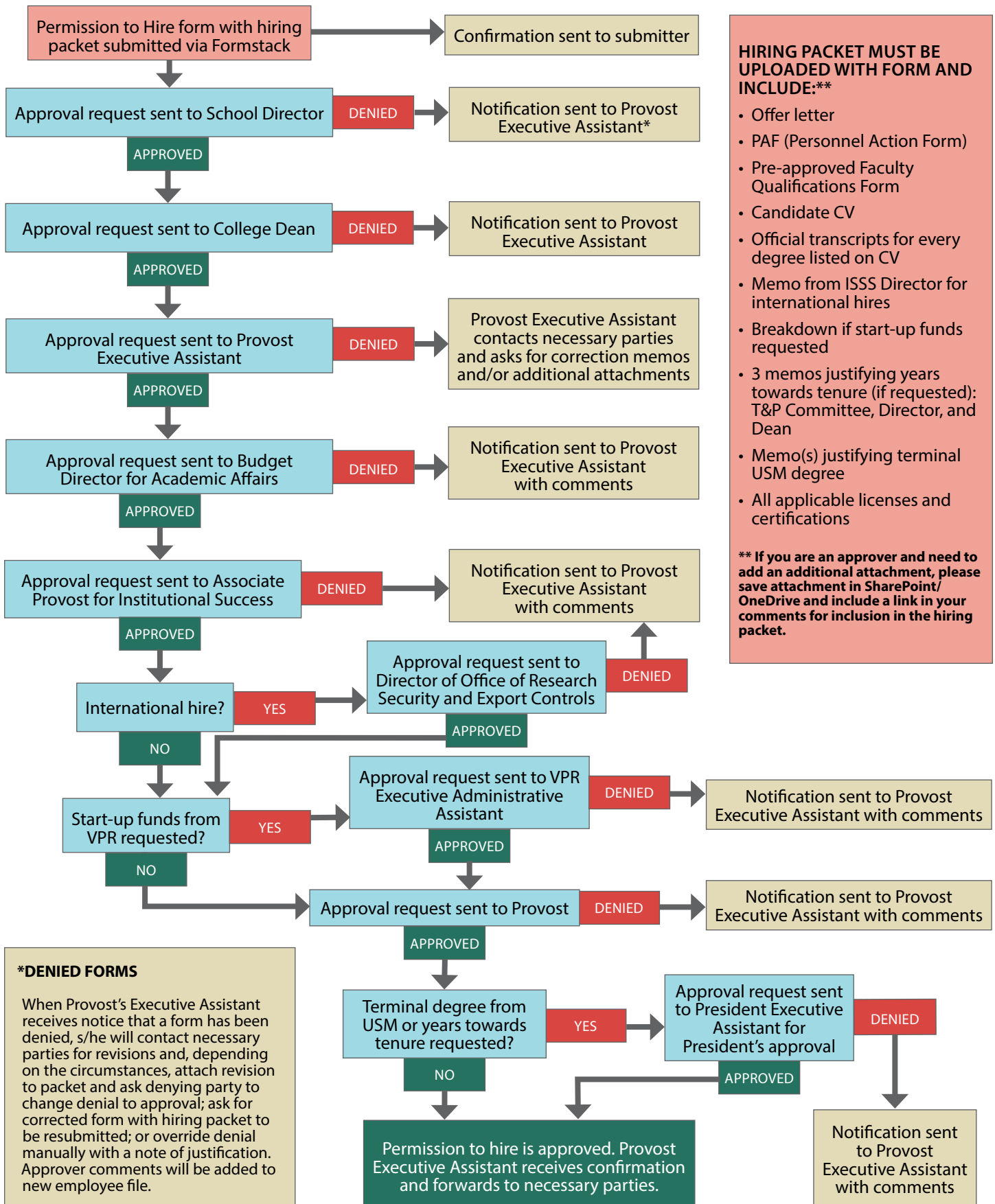


# PERMISSION TO HIRE FACULTY WORKFLOW



**HIRING PACKET MUST BE UPLOADED WITH FORM AND INCLUDE:\*\***

- Offer letter
- PAF (Personnel Action Form)
- Pre-approved Faculty Qualifications Form
- Candidate CV
- Official transcripts for every degree listed on CV
- Memo from ISSS Director for international hires
- Breakdown if start-up funds requested
- 3 memos justifying years towards tenure (if requested): T&P Committee, Director, and Dean
- Memo(s) justifying terminal USM degree
- All applicable licenses and certifications

**\*\* If you are an approver and need to add an additional attachment, please save attachment in SharePoint/OneDrive and include a link in your comments for inclusion in the hiring packet.**

**\*DENIED FORMS**

When Provost's Executive Assistant receives notice that a form has been denied, s/he will contact necessary parties for revisions and, depending on the circumstances, attach revision to packet and ask denying party to change denial to approval; ask for corrected form with hiring packet to be resubmitted; or override denial manually with a note of justification. Approver comments will be added to new employee file.