

FACULTY RECRUITMENT and SEARCH PROCESSES RARF Step 2

**** SUCCESSFUL FACULTY SEARCH PROCESS OCCURS ****

RARF Step 2 – Moving from Finalist Candidate Selection to Making the Formal Offer to the Candidate

Refer to same RARF form used in RARF STEP 1.

A. Once the desired faculty candidate is identified, the **Department/Center** compiles a RARF Step 2 packet, comprised of a complete copy of the **approved RARF Step 1 packet plus additional RARF STEP 2 information**.

- Any Step 1 data corrections needed since approval **must** be indicated by “striking through” the original information, adding the correction/change, and insuring the Chair or Administrator “initials” the edits to indicate approval.
- Remember to select an Effective Date 30-60 days after the offer letter acceptance date in order to allow sufficient time for all related faculty appointment and credentialing processing to occur: http://som.uthscsa.edu/faculty/appointment_processes.asp

Checklist items to comprise a **complete RARF Step 2 Packet**: Please submit in the **same order as below**:

1. Position # (from HCM budget module)
2. Candidate’s CV
3. Letters of recommendation (minimum 3 required, stating Rank and Non-Tenure/Tenure track)
4. Interview Evaluations
5. Search Committee information or justification memo for non-use
6. Anticipated Offer Letter (including XYZ verbiage and non-compete clause)
 - a. If 75% or greater FTE and Associate Professor or greater rank, include Departmental PTAC letter stating recommended rank and Non-Tenure/Tenure track.)
7. Criminal Background/Sanction check (approval confirmation)
8. Pro Forma (Page 2 of RARF)
9. Any additional supporting documents

RARF Step 2 – continued.

B. Submit the complete RARF Step 2 packet to the SOM Dean for Finance for review and approval by both SOM Finance and the SOM Dean.

RARF Step 2 – Approval: Occurs when final offer letter terms are negotiated between the SOM Finance and the Department/Center, SOM Finance emails the recruiting Department or Center a copy of the approval, which signifies that the offer letter may be presented.

SOM Finance delivers complete RARF packet to EEO, notifying that faculty hire was approved. SOM Finance notifies SOM Faculty Life Office of all approved RARFs by providing list of names, Home Department and potential effective date.

All Hiring/Appointment/Credentialing processes may/must now commence. The RARF process does not substitute for or replace any other internal school/research/clinical/business/HR unit processes. See SOM Faculty Life for faculty appointment forms and processes: http://som.uthscsa.edu/faculty/appointment_processes.asp