



**SCHOOL OF
INTERDISCIPLINARY
STUDIES**

**FACULTY & STAFF
HANDBOOK**

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SECTION I – SCHOOL OF INTERDISCIPLINARY STUDIES OVERVIEW

INTRODUCTION TO THE SCHOOL OF INTERDISCIPLINARY STUDIES

MISSION & VISION

Established 2018, TCU School of Interdisciplinary Studies connects experts, ideas, and communities to promote empathy, respect, and justice. Our vision is to transform our communities through diversity, equity, and inclusion; to enable scholarly and radical collaborations; to model deep, integrative learning; and to connect TCU’s academic disciplines, faculty, and students to our broader communities.

DEAN’S OFFICE

The Dean’s offices are located in Rees-Jones Hall, 3rd Floor.

Dr. Karen Steele	Dean	RJH 348	817-257-6255
Dr. M. Francyne Huckaby	Associate Dean	RJH 347	817-257-4163
Ms. Trish Cassaday	Administrative Program Specialist	RJH 346	817-257-4131

SCHOOL ORGANIZATION

Programs	OFFICE OF THE DEAN		Departments
IdeaFactory Stacy Landreth Grau Director	Karen Steele Dean M. Francyne Huckaby Associate Dean Trish Cassaday Administrative Program Specialist		Comparative Race & Ethnic Studies Max Krochmal Chair
Intensive English Kurk Gayle Director	Hanan Hammad College Diversity Advocate (2019-2020) Nada Elias-Lambert Diversity Administrative Fellow (2019-2020)		Women & Gender Studies Jeannine Gailey Chair
Board of Visitors	Angela Strittmatter Director of Development	John Erangey Digital Content	Katherine Polenz Marketing Liaison

POLICIES AND PROCEDURES

UNIVERSITY

The Vice Chancellor of Academic Affairs has established policies and procedures for Texas Christian University, which are available at the following link to the Academic Affairs Administrative Handbook: <https://provost.tcu.edu/faculty-resources/handbooks-manuals/academic-affairs-administrative-handbook/>.

SCHOOL

For current policies specific to the School of Interdisciplinary Studies, contact the Dean's office.

DEPARTMENT

Contact your Department Chair for the policies and procedures specific to your department.

SECTION II – FACULTY & STAFF

TCU FACULTY AND STAFF HANDBOOK

The Handbook for Texas Christian University Faculty and Staff is found online at <http://www.tcu.edu/files/Faculty-Staff-Handbook.pdf>.

FIRST THINGS FIRST: YOUR FIRST DAY

Faculty

Prior to your first day of employment, report to Cindy Odiorne or Amanda Gonzales located in the Vice Chancellor for Academic Affairs office (Sadler Hall 4020) to complete any remaining new hire paperwork. You should bring:

- Original Social Security card (a copy will not suffice)
- Driver's License OR another photo ID OR a current passport

Staff

Report to Human Resources to complete any remaining new hire paperwork. You should bring:

- Original Social Security card (a copy will not suffice)
- Driver's License OR another photo ID OR a current passport

Benefits

Within 30 days of your hire date, set up an appointment with Human Resources to discuss benefit choices (i.e. health & life insurance)

Faculty Orientation

University – Annually before the start of the fall semester

All full-time faculty will attend an orientation sponsored by the Koehler Center for Instruction, Innovation, and Engagement. Topics may include, but are not limited to:

- Student Athletes and Academics
- Registrar’s Policies
- Campus Life
- Koehler Center Resources
- Sexual Harassment
- Research and Grants
- Worker’s Compensation
- Benefits and Payroll

Newuser.tcu.edu

Following the prompts, you will use this site to set up your:

- Network ID and password
- University email address

TCU Photo ID card

TCU ID Center is located in the south wing of the Brown Lupton University Union (BLUU) room 2033

TCU Parking Permit

Bring TCU ID card and license plate information to TCU Police Department to obtain your parking permit (3025 Lubbock Avenue)

My.tcu.edu

This is where many employment actions take place, including (but not limited to):

- W-4
- Direct Deposit
- Paycheck stubs
- NOTE: Accounts payable is NOT automatic; you must check “Use for Accounts Payable Processing”
- Benefits renewal
- Training enrollment

Headshot photo

Headshot photo sessions occur annually. The photo is used for departmental web sites, press releases, SIS newsletter, etc.

COMPLIANCE TRAINING

As a member of the Texas Christian University community, you play a key role in helping the University live up to its commitment to maintain the highest ethical and professional standards of conduct free from discrimination and harassment in support of our mission. As part of our legal responsibilities as a higher education institution, we must also understand and effectively apply the rules surrounding our students' personally identifiable information. Beyond our legal requirements, we must educate and enforce federal and state regulations to maintain high standards to guide us in our daily University activities and behave in a manner that both respects the freedom of others and refrains from interfering with normal University business.

To uphold these standards campus-wide, the University provides annual online, self-paced compliance training programs. As an employee of TCU, you are required to complete online compliance courses related to workplace conduct, Title IX, and FERPA. University employees are expected to complete their assigned courses within 30 days after the course is assigned. Incomplete or non-complete courses may impact employees' annual performance rating and/or merit increase.

You will receive an email communication from Everfi/LawRoom. The email invitation will be from Texas Christian University via LawRoom and will contain instructions on how to access the courses. Modules for the 2018-2019 Compliance Cycle include:

- Code of Conduct: Workplace Conduct
- FERPA (Family Educational Rights and Privacy Act) Basics
- Bridges: Taking Action (Title IX and SaVE refresher courses) for current faculty, staff, and temporary employees.
- Bridges: Building a Supportive Community (Title IX and SaVE) for new employees and student employees. Please note: Employees required to complete the Bridges: Building a Supportive Community in the 2017-18 academic year, but did not do so, will have this course reassigned in 2018-19.

Notes to remember:

- As new employees join our community, they will be instructed to complete the training as described above.
- Student employees must complete Bridges: Building a Supportive Community (Title IX and SaVE): Code of Conduct: Workplace Conduct, FERPA, Bridges: Taking Action apply to faculty and staff only
- Timely reminders will be e-mailed to faculty, staff, and students until the training programs are completed.

Should you have any questions, feel free to contact Human Resources at 817-257-7790 or askhr@tcu.edu

FACULTY PERFORMANCE REVIEWS, REPORTS & EVALUATIONS

Reviews for **tenure track faculty** occur annually during the probationary period and every five years thereafter in accordance with the Tenure and Promotion section of the Academic Affairs Administrative Handbook. Reviews for **non-tenure track faculty** are due during year 2, year 4, and every 5 years thereafter.

Reviews of **teaching** should include multiple forms of assessment in accordance with university, school, and department policy and procedures. These reviews should also entail informed best practices that carefully consider bias of students and uses of teaching evaluations.

eSPOTs

TCU provides the university-wide electronic Student Perceptions of Teaching (eSPOTs). See <http://www.ir.tcu.edu/spotfaq.asp> for complete description. Student complete eSPOTs toward the end of each semester, and at the end of the semester the results are available to the faculty member for review and include in annual reports. The Department Chair and Dean also have access to the eSPOTs results. The Department Chair reviews them for inclusion in tenure and/or promotion submissions, and the Dean for ascertaining which faculty met TCU and School standards, as well as identifying potentially problematic instruction.

Annual Reports

Faculty Annual Reports are utilized to determine merit pay and evaluate individual, department, and school performance. These reports are generated using Faculty 180, found at <http://ir.tcu.edu/faculty180/>. They are accessed using faculty TCU log in credentials. Faculty are encouraged to update their information as it becomes available throughout the year. Training guides and videos are available on Faculty 180 under “Announcements and Help.”

STAFF PERFORMANCE REVIEWS, REPORTS & EVALUATIONS

Staff performance evaluations occur each year in January and are conducted by staff member’s supervisor using a standard form provided by Human Resources. See <https://hr.tcu.edu/employee-services/manager-toolbox/performance-management/>.

Tenure and Promotion

University policy for Tenure and Promotion may be found on the web in the Faculty Staff Handbook under the Faculty section “Tenure Policy”:
http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf

Provost submission requirements for Tenure and Promotion Policy may be found on the web on the Provost Faculty Handbook website under “Tenure and Promotion – Preparation of Recommendation” at: <https://provost.tcu.edu/faculty-resources/handbooks-manuals/academic-affairs-administrative-handbook/>

School Please contact the Dean’s office for the SIS Policy for Tenure and Promotion.

HIRING AND APPOINTMENTS POLICIES

FACULTY HIRING AND APPOINTMENTS POLICIES

INSTRUCTIONS FOR HIRING MANAGER AND SEARCH COMMITTEE

Using PC or MAC without Safari?

1. Go to <https://tcu.igreentree.com/>
2. Click on Hiring Manager.
3. Contact the HR Employee Coordinator for your username and password.
 - You should change your password after logging on to Hiring Manager, under Maintenance.
4. Click on the Login button.
5. In the box on the left, click on Reqs and then My Reqs.
6. There is a small box containing a plus sign to the left of the blue requisition number. Click on that box to view the applicants for that position.
7. The “Result for this Req” column is very important. Applicants have a status screen that updates them on the status of the hiring process. This must be updated by the Hiring Manager at least weekly. The automatic response that the system inserts is *Received Application*. As soon as you open the box that lists the applicants, you should change all of those that say *Received Application* to another response choice from the drop-down menu. *Routed to Department, HR is Reviewing, Departmental Review, and Reviewable* are some to use. If you know that the person will not be one of the ones considered, then *Not Selected* is a possible choice. HR can add new messages if you want something that is not on the menu.

IMPORTANT: Applicants can view this message.

8. The comment section on the far right should be filled in for every applicant. It is important because it allows us to provide information on why one candidate was chosen instead of another. Comments in this section must be job specific. Everyone should have a comment filled in for AA/EEO compliance. Do not put the same comment for everyone. **Applicants cannot view these comments. No interviews may be conducted until the comment section has been completed. No background check will be run nor should any job offer be made until all of the comments have been completed.**

Using Mac with Safari and iPad

1. Go to <https://tcu.igreentree.com/hmm>

2. Contact the HR Employee Coordinator for your username and password.
 1. You should change your password after logging on to Hiring Manager, under the green Change Password button.
3. Click on the Login button.
4. In the maroon box, click on My Reqs.
5. You will see a list of all the searches to which you have access.
6. After you find the search you want to see, click on the icon of the head on the far right. You should see a number next to it indicating the current number of applicants.
7. The next screen shows you all of the applicants. To view one, click on the down arrow on the far right. This will open up the information for results and comments.
8. At the bottom of the page, you will see the Expression of Interest and the other documents that have been attached. Tap on each one to open it.
9. When you have completed viewing that applicant, click on the up arrow to close the applicant's documents.

SEARCH CHAIR INFORMATION

1. The "Result for this Req" column is very important. Applicants have a status screen that updates them on the status of the hiring process. This must be updated by the Hiring Manager at least weekly. The automatic response that the system inserts is *Received Application*. As soon as you open the box that lists the applicants, you should change all of those that say *Received Application* to another response choice from the drop-down menu. *Routed to Department*, *HR is Reviewing*, *Departmental Review*, and *Reviewable* are some I use. If you know that the person will not be one of the ones considered, then *Not Selected* is a possible choice. I can add new messages if you want something that is not on the menu.

IMPORTANT: Applicants can view this message.

2. The comment section on the far right should be filled in for every applicant. It is important because it allows us to provide information on why one candidate was chosen instead of another. Comments in this section must be job specific. Everyone should have a comment filled in for AA/EEO compliance. Do not put the same comment for everyone. Applicants cannot view these comments. No interviews may be conducted until the comment section has been completed. No background check will be run nor should any job offer be made until all of the comments have been completed.

RECRUITMENT PROCEDURES

(Please initial each step when completed)

Human Resources now provides EEO II and III reports. Departments no longer need to mail Voluntary Survey Cards.

_____ 1. A Faculty Search Authorization form, accompanied by a copy of the proposed advertisement or position announcement, must be processed by the school/department in which a vacancy occurs. Final authorization rests with the Provost. Upon approval by the Provost, the original Faculty Search Authorization form, search guidelines, and appropriate forms are sent to the school/department. The Provost's office will notify the Deputy Affirmative Action Officer that a search will begin.

_____ 2. Most searches for tenure-track faculty appointments involve the formation of a search committee. Ideally, the committee should be appointed before a position description has been finalized and members should have the opportunity to review it before it is submitted for approval, in order to ensure a range of input and perspectives.

_____ 3. TCU is committed to national advertising of full-time faculty positions. Any deviation from this policy must be approved by the Dean of the school/college in which the vacancy occurs and by the Provost. The Provost's office covers the cost of advertising for faculty positions; the specific allocation amount is set annually. Departments may choose to place ads in *The Chronicle of Higher Education*, professional journals/newsletters, or post position announcements on appropriate web sites. At a minimum, (budgeted) full-time tenure-track positions must be advertised in one national site (i.e. Chronicle), two minority sites (AAHHE; Diverse Issues in Higher Education), one women's site (WIHE), and on the TCU Human Resources website: <http://www.hr.tcu.edu/work-at-tcu/faculty-staff-vacancies>. Lecturer positions (at a minimum) must be posted on the TCU website, the AAHHE site and Diverse Issues in Higher Education site. Alternate sites can be approved by the Provost's office on a case-by-case basis. All advertisements and postings must contain the statement: "As an AA/EEO employer, TCU recruits, hires, and promotes qualified persons in all job classifications without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law." Ads will be posted for a minimum of 30 business days. Payments for advertisements should be processed through the office of the Provost.

_____4. All faculty positions must be posted on the TCU Human Resources website. Only applications on the TCU website will be accepted for review. Outside postings in journals, newsletters, or other websites must direct the candidate to the TCU website to apply.

Resumes and other documents cannot be posted on other websites or sent directly to the department

_____5. Letters or announcements must be sent to minority, women's and professional organizations notifying them of faculty vacancies and requesting names of qualified female and minority applicants. The office of the Provost will provide assistance in identifying such organizations as well as information from women's and minority doctoral candidate directories and prospective faculty vita banks as appropriate. **A copy of all postings must accompany the EEO I form.** Additionally, faculty in the hiring unit should contact colleagues for assistance in identifying women and minorities and other underrepresented groups who may be potential applicants.

_____6. Recruitment for all faculty vacancies must be undertaken without designation by age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law. It is a violation of federal standards for a position to be identified as open only to members of a particular minority group or gender. Faculty in the hiring unit should use all available sources to ensure that the underrepresented groups listed above are represented in the applicant pool.

_____7. Job requirements must be applied uniformly to applicants without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law. Departments must be certain that the credentials and level of experience, which are required for any position, are actually necessary for proper performance of the job. It is as inappropriate to relax in order to hire an applicant from an underrepresented group as it is to raise standards to artificially prohibit employment. Lowering standards preferentially for underrepresented group is discrimination against others. A requirement for employment which results in a disproportional impact upon minorities or women can be maintained only if such requirement is clearly related to the job in question and is first approved by the Affirmative Action Officer.

SEARCH PROCEDURES FOR FULL-TIME FACULTY POSITIONS

THERE HAVE BEEN CHANGES MADE TO THESE PROCEDURES AS OF JULY 2011

Introduction

Texas Christian University is committed to its mission, vision and core values:

- **Mission** – To educate individuals to think and act as ethical leaders and responsible citizens in the global community.
- **Vision** – To be a prominent private university recognized for our global perspective, our diverse and supportive learning community, our commitment to research and creative discovery, and our emphasis on leadership development.
- **Core Values** – TCU values academic achievement, personal freedom and integrity, the dignity and respect of the individual, and a heritage of inclusiveness, tolerance and service.

With these tenets as a foundation, Texas Christian University (TCU) affirms that all individuals must be treated with equity in the hiring, retention and promotion process. TCU insists that each person be evaluated on his or her individual merits and not on a stereotypic conception of any group classification practices. TCU rejects any and all barriers that artificially limit the professional and personal development to individuals.

TCU seeks candidates dedicated to excellence in teaching, scholarship, service and professional development. The following procedures are designed to guide all units engaged in searches for full-time faculty positions. These procedures and guidelines will assist units in making hiring decisions consistent with the campus commitment to our mission, vision, cores values, and the affirmative action policy. Use of these procedures should 1) facilitate the development of excellent candidate pools, 2) help to eliminate potential sources of bias in the search and screening process, 3) lead to appointments that will bring more academic recognition to the University and support our work to create a more diverse and inclusive campus community. The foundational premise of our commitment to this process does not require a lessening of our commitment to our mission, vision and core values statement; rather, it is essential to the successful accomplishment of stated goals.

Under federal law and executive order, TCU and other institutions of higher education are required to comply with certain standards in their recruitment and hiring of faculty members. These policies and procedures are detailed in various publications of the Office for Civil Rights, the Department of Labor, and of the Equal Employment Opportunity Commission. Pertinent documents are available from the TCU Affirmative Action Officer or from the Office of the Provost. Affirmative Action/EEO requirements for full-time faculty positions are incorporated in the following procedures.

FACULTY SEARCH: ADVERTISING WEBSITES

Required

WIHE – Women in Higher Education Website:

www.wihe.com

Create your own username & password.

(Lecturer positions are not required to be posted on this site.)

AAHHE – American Association of Hispanics in Higher Education, Inc.

Currently all faculty postings in AAHHE should be submitted on the required form and emailed (in Word format) to Ashlyn Astorga at ashlynastorga@aahe.org.

Request form from a.j.gonzales@tcu.edu

Diverse Issues in Higher Education

Website: <http://jobs.diversejobs.net>

This will be pulled automatically from the HR website.

(Please be sure to retain a copy of the ad posting from the website to submit with the EEO I)

Optional

The Chronicle of Higher Education

Website: chronicle.com (Optional national site)

(Please be sure to retain a copy of the ad posting from the website to submit with the EEO

I)Academic Careers Online

Website: <http://www.academiccareers.com/>

The Registry

Website: www.theregistry.ttu.edu

Click on “Institution” in the right toolbar

Login: tcufrogs

Password: frogs2014

This site provides Faculty Diversity Resources

NAACP

Website: <http://www.naACP.org>

Higher Ed Jobs

<http://www.higheredjobs.com/>

American Association of University Women

Website: <http://www.aauw.org>

Insight Into Diversity

<http://www.insightintodiversity.com/>

This will be pulled automatically from the HR website.

American Council on Education Office of Women in Higher Education

Website:

<http://www.acenet.edu/programs/owhe>

Association of American Colleges Project on the Status & Education of Women

Website:

<http://www.aacu.org/psew/index.cfm>

Discipline Specific Sites

BEFORE CANDIDATES ARE INVITED TO CAMPUS FOR INTERVIEWS

1. Request the AA/EEO report from Human Resources.
2. Forward the EEO-Affirmative Action, Form 1 to the dean of the college for review and approval. The dean's office forwards the documents to the Provost's office for review and approval. After the search procedures have been approved, the Provost's office notifies the school/department that a candidate may be scheduled for a campus visit.

Schools /departments are expected to make every effort to economize on travel and entertainment expenses by limiting the number of campus visits whenever possible. Funds are budgeted in the office of the Provost for bringing candidates to campus for formal interviews (i.e., airfare, mileage, lodging, meals, etc.), as well as entertainment expenses incurred by the school/department. The dean should be contacted concerning the departmental allocation for candidate expenses. Paperwork for candidate travel expenses and reimbursement for entertainment expenses should be processed through the dean to the Provost's office.

Additional Information

- At any time after the 30 days posting period, if you have enough applicants to consider, the position can be put on hold or closed. It cannot be viewed by applicants unless it is re-opened. Contact HR to do this.
- Once you have selected an applicant for the position, a background check must be performed before the position can be offered to the applicant. (The Provost's Office will send the e-invitation request.)
- When the results are back and are clear, then you will be contacted by the Provost's office. Then the position may be offered.
- You will need to provide Cindy with the new hire's contact information, start date and salary so that the hiring letter may be sent.
- For additional questions, please email or call us or refer applicants to us at any time.

Jesse Rojano
jesse.rojano@tcu.edu
817-257-7790

RECOMMENDATION AND APPOINTMENT PROCEDURES

(Initial Each Step When Completed)

- _____ 1. A criminal background check must be conducted for the top candidate prior to submission of a recommendation letter. The school/department is responsible for sending the candidate's name, email information and position number applied for to the Provost's office. An electronic invitation will be sent to the candidate requesting online background release information. The Provost's office will communicate the results to the dean and department chair.

- _____ 2. All recommended appointees are expected to meet the Southern Association criteria for faculty (i.e., have completed at least 18 graduate semester hours in the teaching field and hold at least a master's degree from a regionally accredited college or university.) In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such exceptions must be justified in writing by the chair/dean to the Provost/Vice Chancellor for Academic Affairs.

- _____ 3. When the department chair (or the dean in a non-departmentalized school) is ready to recommend the appointment of a new faculty member, he/she shall transmit a recommendation electronically that includes the following:
 - A. Name and address of candidate
 - B. Position number for the position to be filled.
 - C. Action to be taken (proposed rank, salary, number of years credit to be granted toward the tenure probationary period, and any special conditions of employment.)
 - D. Evaluation of the candidate. Explain why the candidate was chosen over others interviewed for the position. Include an estimate of the candidate's background and qualifications as reflected in the vita.
 - E. Conclusion. Explain how the candidate will fit into the teaching and research efforts of the school/department. For example, if the candidate will fill a qualitative gap in the school/department, designate the area and explain how the candidate's qualifications will fit the school/department's needs.
 - F. Request an AA/EEO report from HR identifying the candidates interviewed to be included with this recommendation.

G. A copy of the candidate's vita should be downloaded from iGreentree and electronically mailed to the Provost's office. A personal email address is needed for the candidate.

_____4. The recommendation for appointment (prepared by the department chair) is forwarded electronically to the dean. The dean shall then forward the recommendation electronically to the Provost by way of a cover letter, which may confirm the information contained in the department's recommendation or provide additional information as appropriate.

_____5. The Provost issues an official letter of appointment and contract to the candidate.

_____6. Once a candidate has accepted an offer, the online job evaluations on iGreentree must be completed by entering the specific job-related reasons why each applicant was rejected. This information should be placed in the Comment section of the Hiring Manager's page on iGreentree. The evaluation will be submitted to the University Affirmative Action Officer at the end of two weeks.

EMPLOYMENT OF NON-U.S. CITIZENS IN TENURE-TRACK FACULTY POSITION

(Please keep in mind the following information when considering non-U.S. citizens for tenure-track faculty positions.)

- ***First and foremost*** - keep in mind that IF the hiring department wants to hire a non-US citizen, they must be able to document (to the Department of Labor) that the qualifications of the non-U.S. citizen who is offered the position are **superior** to those of any U.S. citizen who applied for the position. This evidence will be required in conjunction with an Application for Alien Labor Certification (step 1 in the application process for Permanent Residency green card). Thus, complete and detailed documentation from the faculty search and all applicants considered should be retained.
- If there is any possibility that your department may wish to hire a non-US citizen for this position, a print ad is NO LONGER required. It is, however, still required that an electronic version of the ad be run for the hire -- in *either* the Chronicle of Higher Education - OR- in a national journal in that field.
- TCU cannot hire a non-U.S. citizen unless he/she already has or is able to obtain H-1B (Nonimmigrant Worker) status. This status has a maximum time period of 6 years and is obtained via a petition submitted to US Citizenship & Immigration Services by an immigration lawyer in Dallas, TX, on behalf of TCU. The prospective faculty member can be either in the U.S. or outside the U.S. - the procedure is the same and can take up to 4 months.
- The faculty member cannot begin employment until approval for H-1B status (and/or visa) has been received.
- In conjunction with H-1B employment, the university is required to offer a salary that is equivalent to or exceeds the "prevailing wage" for the position. This process is also handled by the immigration lawyer.
- Individuals on H-1B status are permitted to pursue permanent resident status in the U.S. Faculty candidates should be informed, however, that TCU does NOT provide legal counsel for subsequent applications/petitions involved in obtaining permanent resident status (green card). TCU will stipulate in the initial appointment letter that obtaining permanent resident status is required BEFORE tenure can be granted.

TCU Provost' Office May 22, 2012

BEST PRACTICE FOR FACULTY SEARCHES

Courtesy of Max Krochmal, "Best Practices for Faculty Searches," AddRan College, 2017

Preparation for the Search

- Conduct Intentional Dialogue Training through Ebony Rose in HR.
- Seek out diversity training for your department.
- Watch the 30-minute Implicit Bias Video Series produced by UCLA's EDI office¹ and then discuss how your department will manage implicit bias in future searches.
- Create a Strategic Plan for Diversity as a key part of your department's larger strategic plan.²
- Establish and cultivate ongoing and routine relationships with local and national organizations focused on scholars of color and other underrepresented groups and with special interest groups or sub-fields within your discipline.
- Establish and cultivate ongoing and routine relationships with individual students and faculty at colleges and universities that graduate large numbers of students of color and other underrepresented groups. These vary by discipline and may include HBCU's, non-flagship land grant institutions, and elite PWIs.
- Incorporate discussions of research related to DEI into the department's intellectual and student life by making sure it is part of the agenda for existing and new speaker series, symposia, forums, roundtables, retreats, student honor societies, etc.

Defining the Position and Criteria

- Making achievement and experience in the areas of diversity, equity, and inclusion paramount when setting the criteria for the position. Such criteria should reference your department bylaws, if appropriate.
- Develop a list of specific, measurable, criteria for evaluating each applicant's achievements and experience in teaching, research, and services, including the priority area of DEI in each area.
- Avoid criteria that could artificially narrow the pool of applicants.
- Consult the TCU Hiring Handbook for Faculty and Staff and Search Procedures for Full-Time Faculty Positions and complete the Faculty Search Authorization Form.

Writing and Posting the Job Ad

- Invite all candidates to submit a statement indicating his/her/their experiences with and contributions to DEI.

¹ UCLA Equity, Diversity and Inclusion, "Implicit Bias Video Series," Implicit Bias Resources, <https://equity.ucla.edu/know/implicit-bias/>, (accessed May 24, 2017).

² Anne Gillies, "Questions to Ask to Help Create a Diverse Applicant Pool." *Chronicle of Higher Education*, September 11, 2016, <https://www.chronicle.com/article/Questions-to-ask-to-help/237747> (accessed April 26, 2017). Gillies' questions ought to be discussed and answered internally at the preliminary stages of framing the search.

- Include the mandatory TCU AA/EEO statement (at the end of the ad).

STAFF HIRING POLICIES

All hiring for staff positions (exempt or non-exempt) must follow the steps below. Please contact Human Resources at 817-257-7790 or hremployment@tcu.edu with any questions.

STAFF HIRING PROCEDURES

1. Click [here](#) to print PRF from Human Resources website.
2. Fill in completely and attach a current job profile.
3. Obtain required signatures from supervisor/chair, the unit head, the appropriate vice chancellor, and chancellor. Requisitions cannot be accepted without the chancellor's signature. Grant-funded positions require an additional signature.
4. The Chancellor's office will forward the requisition to Human Resources.
5. Before your requisition can be posted on the TCU website or in a journal or an organizational website, you must contact the HR Talent Acquisition team at hremployment@tcu.edu to review procedures for hiring to fill a vacancy or a new position. The position will not be posted until this meeting has occurred.
6. All TCU positions must be posted on the TCU website. Positions will not be open until the department is ready to review applications and begin the search process.
7. Departments must keep the online site updated weekly.
8. Departments may only interview applicants who have first applied online. If anyone contacts the department directly, he/she should be referred to HR.
9. A background check must be conducted on the candidate before an offer can be made. Although HR will complete the process as quickly as possible, please allow up to two weeks for a thorough background check.
10. If the candidate is a visitor to the U.S. entering on a J-1 visa as a student or scholar, please click [here](#) for important information regarding required health insurance.
11. Human Resources will notify you as soon as the results of the background check are available. At this time, you can contact the candidate to make the job offer.
12. If a physical is required for the position, then this will be done after the offer has been made but before the employee can begin work.
13. The new staff member must bring driver's license if the position requires driving or a government-issued picture ID to Human Resources to fill out paperwork to be hired. Payroll also requires the social security card (no copies or faxes) to be provided when paperwork is done. Paperwork cannot be completed until all documents are provided.
14. If the new employee is an exempt employee, the vice chancellor must also send a copy of the appointment letter to Human Resources before the employee's Personal Action Form (PAF) can be completed.

15. The PAF to hire the new employee will be completed by Human Resources after the above information has been received.
16. All applicants must be notified when the position has been filled. Human Resources will send a letter to applicants who were not interviewed or hired. It is the responsibility of the department to contact those who were interviewed.
17. You will be contacted by HR Training to schedule a date for new employee orientation.

STUDENT WORKERS HIRING

Click [here](#) for HR instructions on Finding On-Campus Employment

FROGTIME INSTRUCTIONS

Click [here](#) for resources in using FrogTime (TCU time and attendance system for student workers)

SECTION III – FINANCIAL POLICIES

ACCOUNTING / FINANCE

NOTE: Accounts Payable is NOT linked to direct deposit for your salary, you must go to my.tcu.edu, select the direct deposit link, check “Use for Accounts Payable Processing” and submit.

PLACING ORDERS

There are a number of ways that orders for supplies, computers, equipment, and other necessities may be processed.

New Vendor

Typically, not an established vendor with TCU. When establishing a new vendor with the Finance Office a “New Vendor Request” is required. This form requires your department chair’s signature for approval prior to submission. The form may be found at: <https://vcfa.tcu.edu/financial-services-forms/> under Vendor Payments.

Existing Vendor

There are two types of established vendors with TCU

- **Direct Bill** – This established vendor will allow you to place the order without a purchase order and will send an invoice on delivery and acceptance of the order.

- **Purchase Order** – This established vendor requires a purchase order to place an order and will include an invoice on delivery and acceptance of the order. The form can be found on: <https://vcfa.tcu.edu/accounts-payable/>

COMPUTERS/PRINTERS/PERIPHERALS

TCU policy mandates that all equipment in this category be purchased through TCU's Information Technology. (ITPurchasing@tcu.edu)

CASH ADVANCES

You may obtain cash advances for registration fees, travel expenses and SERC expenses (SERC will be addressed later).

- A "Travel Request and Expense Estimate Form" is required for travel and advance request.
- A "Request for Travel Advance" form may be used for advance purchases (e.g. airfare, conference registrations)
- Forms are found on the Finance & Administration Forms web site under the Employee Reimbursements section:

<http://www.vcfa.tcu.edu/financial-services-forms/>

REIMBURSEMENTS

When you have a personal expense for purchases, dinners, travel, conference fees, etc. you will submit a reimbursement form for these expenses. Please **NOTE** – Travel expenses for conference fees and airfare are NOT reimbursed until AFTER travel has occurred.

- **NOTE:** Itemized receipts are required for all meals – whether personal, with a guest, while traveling domestically or on campus. A "Lost/Missing Receipt Form" is required for any expense in excess of \$25 without a detail receipt. When traveling internationally you may submit a per diem based on the per diem schedule provided by the Finance Office.
- The "Reimbursement Form" and "Lost/Missing Receipt Form" are found on the Finance & Administration web site under Employee Reimbursements (a sample of how to complete this form is included in this handbook): <http://www.vcfa.tcu.edu/financial-services-forms/>
- These forms **MUST** be completed electronically (handwritten forms will not be accepted by the Finance Office)

Signatures

- Employee signature – reimbursement recipient.

- Approver – if the reimbursement is UNDER \$1,000 one signature is required by budget manager only; if OVER \$1,000, two signatures are required. Authorized approvers:
 - If using departmental funds –
 - Under \$1,000 – your department chair
 - Over \$1,000 – your department chair AND the dean’s office.
 - If using College funds –
 - Under \$1,000 – dean’s office
 - Over \$1,000 – dean’s and provost’s offices
 - If using grant funds –
 - Under \$1,000 – principle investigator (PI) or your designee **UNLESS** the expense is for the PI, then your department chair.
 - Over \$1,000 – principle investigator (PI) or your designee **UNLESS** the expense is for the PI, then your department chair AND the dean’s office.
 - If using start-up funds –
 - ALL reimbursements – the dean’s office AND the Associate Vice Chancellor for Academic Affairs and Budgets (Associate Provost Megan Soyer).
 - NOTE: Dean’s office authorized signors are:
 - Dean Steele
 - Associate Dean Huckaby

Budget or Authorized Codes

These are the accounting codes for payment and include the Department Code, Fund Code, Account Line and Project Code (if applicable) Account codes can be found at: <https://vcfa.tcu.edu/accounting/>

TCU	
A. <input style="width: 40px; height: 20px;" type="text"/>	D: <input style="width: 40px; height: 20px;" type="text"/>
F: <input style="width: 40px; height: 20px;" type="text"/>	P: <input style="width: 40px; height: 20px;" type="text"/>
<hr style="width: 50%; margin: 0 auto;"/> SIGNATURE	

CONTRACT ADMINISTRATION- COBBLE STONE

All contractual agreements are to be processed through the Contract Administration module – CobbleStone.

- Categories include (but not limited to):
 - Purchase Agreements
 - Service Agreements
 - Facility Agreements
 - Any agreement with terms and conditions attached
- Approval Process:
 - Contract/agreement entered in CobbleStone by Departmental purchasing/finance coordinator and submitted,
 - Directs to Department Chair for review and approval,
 - Routes to Trish Cassaday for review and approval,
 - Routes to Dean Steele if >\$10,000 for review and approval,
 - Routes to Contract Administration for review and contractual signature. Contract Administration will submit to (as needed):
 - Risk Management
 - Finance
 - On final approval and signature from Contract Administration the contract is returned to Originator to obtain signatures from Vendor resulting in a fully executed agreement.
 - The order may now be placed.
- NOTE: Trish Cassaday will be the “Originator” for contracts/purchases greater than \$50,000.

TRAVEL POLICIES

The Business Procedures of TCU are reviewed annually during the audit process. Department supervisors review each narrative for accuracy, and updates are integrated into the policies as necessary. Every Director and every Administrator with financial related responsibility is expected to be familiar with and operate within the parameters of these procedures and guidelines.

Travel Policies & Procedures guidelines may be found at: <https://vcfa.tcu.edu/business-procedures-manual/>

BUILDING ACCESS

All new faculty and staff will be given 24/7 access to Rees-Jones hall. Your ID card will allow access to the North door after hours and on weekends. If you need to make reservations for the Incubator Lab, Global Seminar Room or the Rees-Jones Atrium, you may do so here:

<https://vcfa.tcu.edu/business-procedures-manual/>

- For classroom reservations campus wide, you may contact the registrar at: <http://www.reg.tcu.edu/>

EMERGENCY PREPAREDNESS

Communication during an emergency is critical

- When on campus, call TCU police at extension 7777 instead of 911 in case of emergency.
- Update your local and emergency contact information on file with TCU.
- Call home to let your family know you are safe.
- Communicate a designated meeting place to your family.
- Enroll in TCU ALERT: <http://www.emergency-preparedness.tcu.edu/>

BAD WEATHER

- Days the University is officially closed because of weather conditions are designated as bad weather days.
- When the University is officially closed, all students, faculty, and staff members will be excused from reporting.
- The decision to close the University will be made by 6 a.m. on the day in question and will be communicated to the local news media. Members of the University community are encouraged to get their information from that source.
- The decision to close may also be transmitted through TCU ALERT.

FACULTY SEARCH AUTHORIZATION FORM

Click [here](#) for form

FACULTY SEARCH AUTHORIZATION

Note: This form should be completed by the Department Chair and forwarded (email or hard copy) to the appropriate Dean and to the Provost/Vice Chancellor for Academic Affairs for approval before initiating searches for full-time, part-time or adjunct faculty. **A copy of the proposed advertisement should be forwarded with this form.**

Position Number _____

Title of position _____

Name of department (school) _____

Check one: Full time Part time Adjunct

Check one: Tenure track Yes No

Check one: Replacement New position

If replacement, name of former faculty _____

Separation date of former faculty _____

Starting date for new faculty _____

If one-year faculty, anticipated separation date _____

Current budgeted salary: \$ _____ per _____

Recommended salary: \$ _____ per _____

Budget Codes: Acct. _____ Dept. _____ Fund _____

THIS SECTION FOR AUTHORIZATIONS

Department Chair/Date

Chancellor/Date

Dean/Date

Provost/VC for Academic Affairs/Date

PERSONNEL REQUISITION

Click [here](#) for form



Texas Christian University
Human Resources
TCU Box 298200

Personnel Requisition

Requisition Number

The employing department must complete this form for vacancies and new positions for all exempt and nonexempt staff. Temporary staff positions for 30 days or more require a requisition. Please attach a copy of job profile. Refer to position roster for job details.

Position Information

Job Title		Position Number		Job Code	
Reason for Posting Position	Name of Person Last in Position		Transfer/ Termination PAFs submitted?		
Department Name		Department #	Fund	Account	Project #
Job Type	Full/Part Time	Employee Class		Pay Group	
Minimum Starting Salary	FTE	Hours Per Week		Weeks Per Year	

Hiring Contact

Name		E-mail		Phone Ext.	
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Authorizations

Amount Budgeted	
Revised Annual Budget Amount	

All requisitions require Budget Office approval before sending to Chancellor's Office.

Budget Office	
Chair/ Supervisor	
Unit Head	
Vice Chancellor	
Chancellor	

Date	

Rev: Feb 2013

SAMPLE TENURE-TRACK JOB NOMINATION

[date]

Dear _____,

The TCU Department of [] is delighted to announce our search for tenure-track faculty positions, at the rank of [] in [area of expertise], to begin in Fall []. A successful candidate will demonstrate evidence of an ambitious research agenda centered on [].

We especially seek scholars who [for example: apply comparative or relational approaches to the study of race/ethnicity and/or scholars who meaningfully integrate the intersectional study of women, gender, and sexuality]. Additionally, faculty will serve as campus leaders in the development of [department name] and larger university initiatives surrounding diversity, equity, and inclusion.

We seek scholars with a strong commitment to undergraduate and graduate teaching. We are especially interested in candidates whose firsthand experiences would prove resourceful in mentoring students and colleagues of historically underrepresented/underserved backgrounds. Recent efforts in our department and across the university have affirmed a commitment to actively recruiting and supporting an inclusive community of faculty, staff, and students.

[description of department]

This is a particularly exciting moment to come to TCU. The new School of Interdisciplinary Studies (SIS) brings together the departments of CRES and Women & Gender Studies, forming an unprecedented collaboration across virtually every field of TCU- and SIS has room to grow. TCU's strong liberal arts tradition and 1.6 billion-dollar endowment enable the university to quickly embrace opportunities such as our TCU and UNT School of Medicine. Faculty have access to substantial resources for professional development and curricular initiatives.

Knowing of your work in the field of [] and the well-rounded success you have achieved at this point in your career. We would be delighted if you would recommend this opportunity to your graduate students and mentees who are on the job market this fall. To this end we are enclosing our advertisement; please email any questions that the search committee can answer. All help that you can provide in our recruitment efforts would be greatly appreciated.

Sincerely,

ADDITIONAL FORMS

Request for New Vendor Form

Click [here](#) for form

Travel Request Form

Click [here](#) for form

Cash Advance Form

Click [here](#) for form

Lost Receipt Form

Click [here](#) for form

TCU Expense Reimbursement Form

Click [here](#) for form