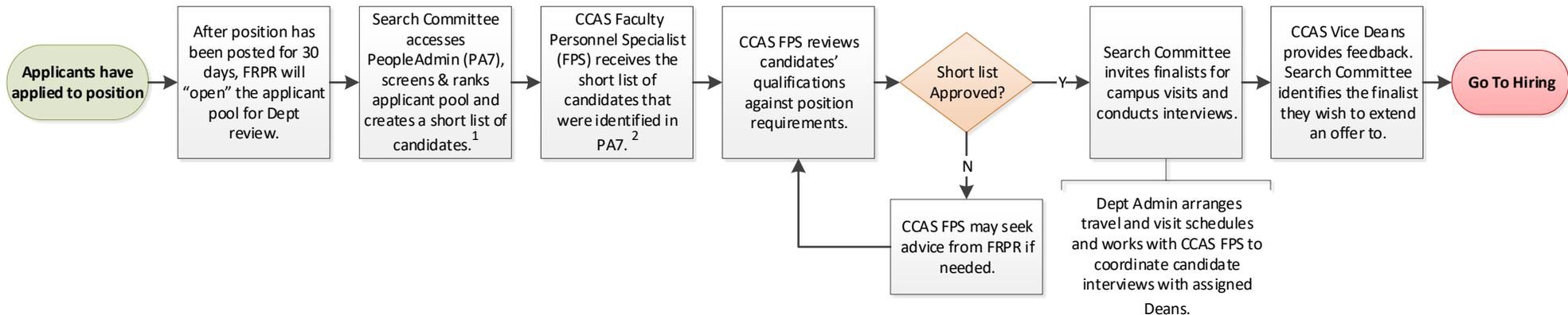
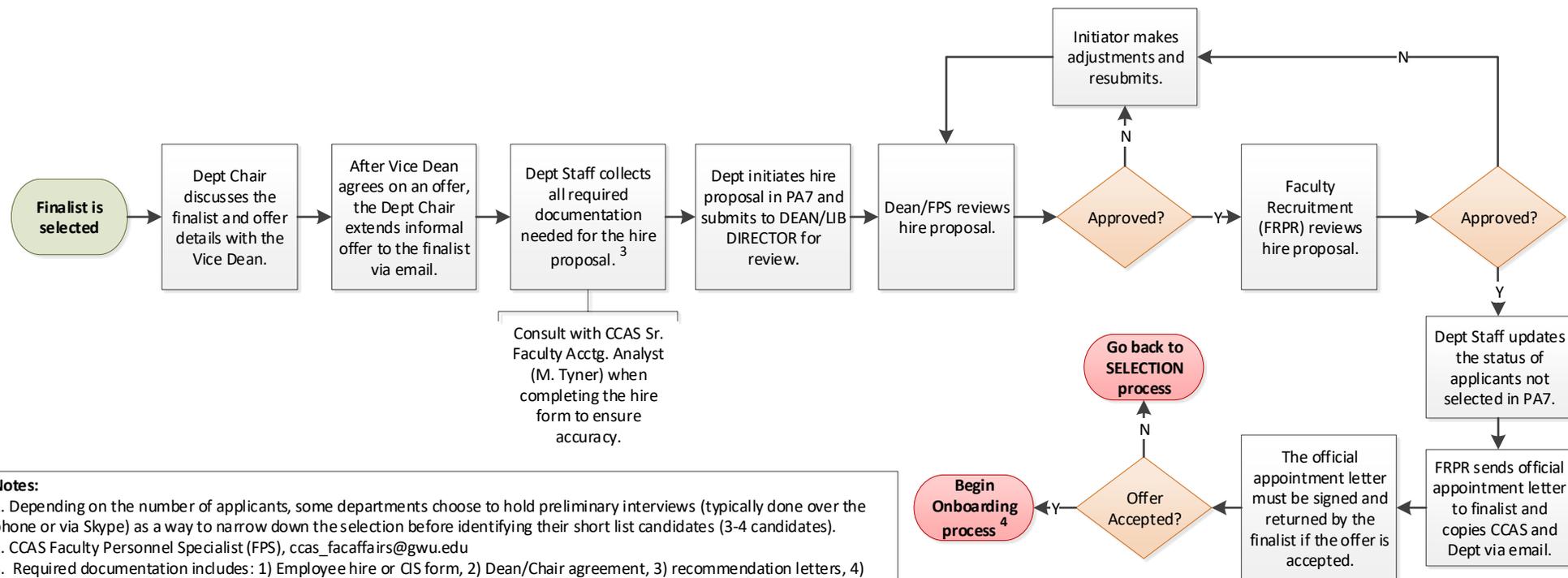


# Selecting and Hiring Full-Time Faculty in PA7

## SELECTION (Shortlisting Candidates)



## HIRING (Creating Hire Proposal)



**Notes:**

- 1. Depending on the number of applicants, some departments choose to hold preliminary interviews (typically done over the phone or via Skype) as a way to narrow down the selection before identifying their short list candidates (3-4 candidates).
- 2. CCAS Faculty Personnel Specialist (FPS), [ccas\\_facaffairs@gwu.edu](mailto:ccas_facaffairs@gwu.edu)
- 3. Required documentation includes: 1) Employee hire or CIS form, 2) Dean/Chair agreement, 3) recommendation letters, 4) dated copies of online and printed announcements, and 5) visual ID memo.
- 4. See the *New Faculty "Getting Started" Memo Template* on the Columbian Finance website for next steps to onboarding new faculty

FRPR website on Recruitment: <https://facultyaffairs.gwu.edu/getting-started>  
 For more information, please see the and Section 3 of the CCAS Staff Manual and Resource Guide.

Faculty "Getting Started" Memo