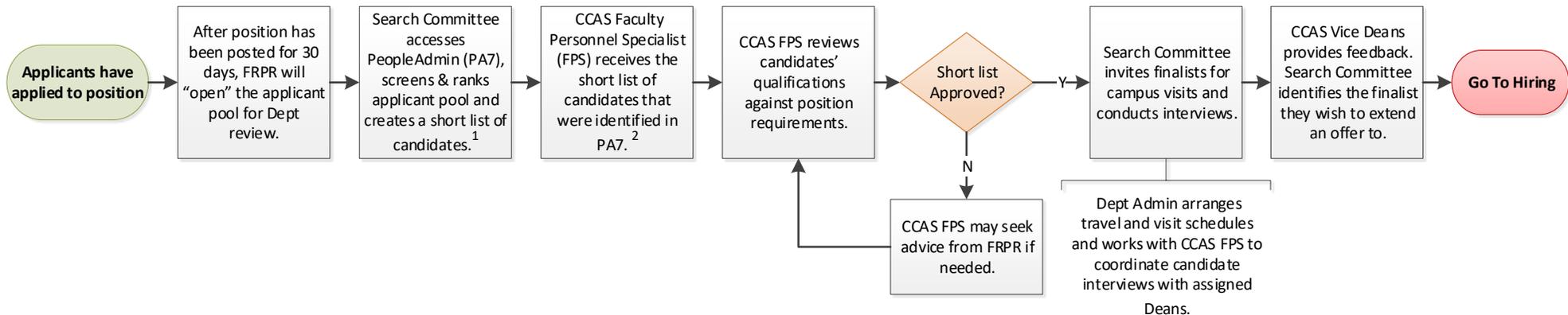
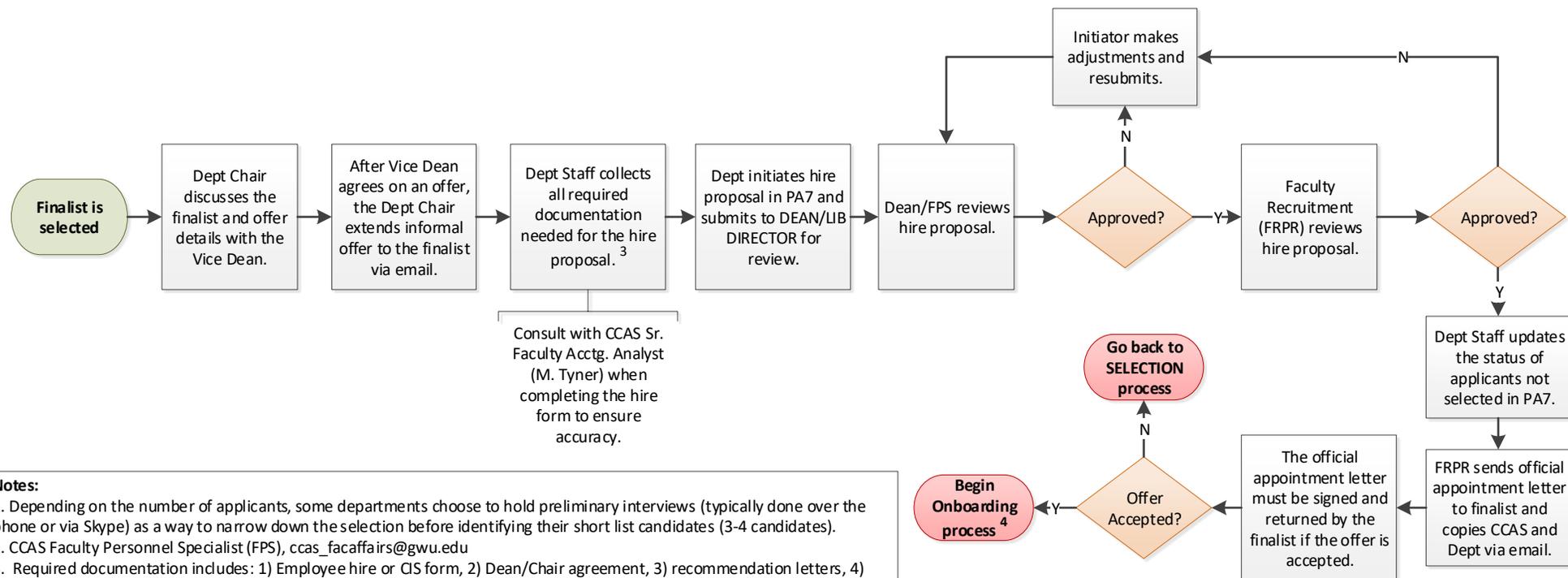


Selecting and Hiring Full-Time Faculty in PA7

SELECTION (Shortlisting Candidates)



HIRING (Creating Hire Proposal)



Notes:

- 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).
- CCAS Faculty Personnel Specialist (FPS), ccas_facaffairs@gwu.edu
- 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.
- 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