Checklist for Faculty hiring and onboarding

Preparation date: November 15, 2023

Sr No	Process	Responsible entity
1	Advertise/contact directly (international forum, HR's portal, school's website, LinkedIn, etc.)	Department
2	Application submission	
3	Candidate's shortlisting	
4	Candidate's talk/ interview	
5	Search Committee/Faculty/Chair	
6	iSAPTC	School
7	Dean	
8	Provost	University
9	VC	
10	Offer letter	School

Sr No	Essential items	Responsibilities
1	Joining letter and reporting	Department coordinator→HR
2	Addition to SSE faculty roster	Nida
3	Office keys + office assigning	Department coordinator
4	Computing resources	Department coordinator → Adnan Munir
5	Smart card issuance	Department coordinator → HR
6	Addition to innovative website	Department coordinator →Ayerah
7	Addition to LUMS website	Department coordinator → IST
8	Name plate	Nida → Dean's Office operations
9	Startup grant	Department coordinator → Nida→ Finance
10	Advertisement blurb for website, email, and social media	Nida → Science communications cell
11	Addition to email aliases	Aleena in Dean's office