

Checklist for Faculty hiring and onboarding

Preparation date: October 07, 2025

| 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 | Jessica |
| 3 | Office keys + office assigning | Department coordinator |
| 4 | Computing resources | Department coordinator → Bilal |
| 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 | Jessica → Dean's Office operations |
| 9 | Startup grant | Department coordinator → Bilal → Finance |
| 10 | Advertisement blurb for website, email, and social media | Jessica → Science communications cell |
| 11 | Addition to email aliases | Aleena in Dean's office |