

GUIDE FOR IMPLEMENTING TENURE TRACK SEARCH PROCEDURES

Effective: 2000 Fall Semester

(Revised: 09/30/04)

Faculty Step	Admin Actions	Who	Does What	For Whom	By When
1	a	Department	Submits written rationale and justification for the position	Dean	Department's discretion
	b	Dean	Reviews and submits requests for search	Provost	Dean's discretion
	c	Provost	Sends notification of approved searches	Dean c: SE, HR	July 1 November 1 March 1
	d	Dean	Sends notification of approved searches along with search packet	Department	
2	a	Department	Develops and submits Personnel Requisition Form, drafts of ad(s), search calendar timeline, recruitment plan, job description, interview questions, Essential Functions Form and screening tools for evaluation of candidates. Include advertising deadlines for publication in discipline media. NOTE: These materials must be submitted at least one week prior to the meeting (see #3 below) with Social Equity, School Dean, and Dept. Search Committee.	Dean	Department's discretion
	b	Dean	Sends drafts in 2a to Social Equity	Social Equity	Within 24 hrs.
			Sends advertising deadline information to HR office for their planning to ensure publication deadlines are met.	Human Resources	
	c	Department	Schedules meeting with the Dean and the Director of the Office of Social Equity. NOTE: This meeting must be scheduled no sooner than one week after the material is submitted to the dean.	Dean Social Equity	After the materials identified in 2a above are completed.
d	Social Equity Dean	If at all possible, the Dean and Social Equity will confer to discuss materials and send comments for discussion at the meeting.	Department	Prior to meeting.	
3	a	Search Committee, Department Chair, Dean, Social Equity	Meet to discuss materials submitted by Department. The intent of the meeting is for those attending to reach consensus on materials submitted. Social Equity and the dean provide information regarding departmental under-representation and recruiting issues to include rank and salary, normally Step 1, 2, or 3. In most cases, expectation is that the search can proceed soon after this meeting.		
			Final approval of job description rests with School Dean. Final approval of ad content and interview questions rests with departments (This must be position related, it does not include boilerplate language).		
	b	Department	If necessary, resubmits materials (from 2d) to reflect consensus reached at meeting .	Dean Social Equity	Within 24 hrs.

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	c	Dean	Submits advertising materials	HR	Within 24 hrs.
	d	HR	Submits ad(s) copy to	Department Dean Social Equity	Within 24 hrs.
	e	Department Dean Social Equity	Determines if revisions to ad copy are needed. NOTE: If HR does not hear from the Department, Dean, or Social Equity within a 24 hour work day period, then the ad(s) should be placed.	HR	If no revisions are identified, 24 hour turnaround from when HR submits ad(s) copy to when HR places ad
4		Department	Implements defined search plan and works with Dean in the event that questions arise or problems occur. Throughout the entire search process, departments will document, in writing, every phase of their work to recruit, evaluate, interview, and hire or reject candidates.	Department	Within search calendar timeline
5	a	Department	Screens applications and candidates' credentials and develops an initial list of qualified candidates, a short list of candidates recommended for campus interviews, and a rank-ordered list of alternates, if applicable, to be included on the Pre-Interview Form. NOTE: To expedite approvals, the department should share the list of applicants with Social Equity and request identification of underrepresented applicants before completing the Pre-Interview Form.	Dean	Within search calendar timeline
	b	Dean	Reviews materials for campus interviews, and forwards materials to Social Equity. The Dean will keep Social Equity informed of any changes or problems experienced by the Department in the preceding step.	Social Equity	Within 24 hrs.
	c	Social Equity	Approves and sends materials back to Dean. If primary candidates from the short list withdraw or are unavailable for interviews, approved alternate candidates will automatically be invited to campus for interviews. The Department will notify within 24 hours the Dean and the Office of Social Equity if any candidates on the short list withdraw.	Department and School Dean	Within 24 hrs.
	d	Dean	Renders final approval and notifies department that interviews may proceed.		

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6		Department	Schedules and conducts campus interviews and teaching demonstrations. Schedules dean for a separate interview with the candidate.		Within one week
7	a	Department	Within two working days following the candidates' visits, the dean shares his/her perceptions about the candidate with the department and the department develops a hiring recommendation. Departmental search committees rank candidates after determining the finalists' pool. Departments then submit their recommendation along with a (1) Faculty Appointment Form; (2) application materials including vitae, transcripts, recommendation letters; and (3) English Fluency Form. Department must provide justifications for underrepresented candidates not recommended for the position and other information requested on the Post-Interview Report. The department chairperson may telephone the candidate to tell the candidate "the department is ready to recommend to the administration that you be offered the position. Before doing so we want to be sure that you are still interested. Please realize that I am not authorized to offer you the position. Only the University President or Provost can make a legally binding job offer."	School Dean	
	b	Dean	The Dean determines and submits her/his recommendation for the candidate along with the departmental recommendation and Faculty Appointment Form (with (1) any employment/tenure stipulations, (2) current mailing address, (3) phone, (4) fax, and (5) E-mail address). NOTE: To avoid processing delays, the dean should be consulting with the provost for recommendations above Assistant Professor, Step 3. The dean may telephone the candidate to tell the candidate where we are in the process and begin preliminary negotiations.	Social Equity	Within 24 hrs.
	c	Social Equity	Submits recommendation.	Provost	Within 24 hrs.
8	a	Provost	Acting as President's designee, reviews and approves recommendation. After approval, the Provost's Office will notify the School Dean that a verbal offer may be extended and a letter will follow. The Provost's Office will also indicate what materials are needed for inclusion in the official faculty personnel file. When offer is accepted, the signed appointment letter is copied and distributed.	New Hire	Within 24 hrs.

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	b	Department	After offer is accepted, notifies candidates/applicants that search has been concluded.	Interviewees not selected and any candidates not previously notified of the status of their application	Within 24 hrs.
	c	Department	Prepares and submits search materials for storage	HR	30 days