

## GUIDELINES FOR TENURE-TRACK FACULTY SEARCHES

Effective: December 2015

Faculty Step	Action Step	Who	Does What	For Whom	By When
<b>SEARCH APPROVAL AND INITIATION STAGE</b>					
<b>1</b>	a	Department	Submits written rationale and justification for the position.	Dean	Department's discretion
	b	Dean	Reviews and submits request(s) for approval of search(es). If necessary returns document to department for revision.	Provost	Dean's discretion
	c	Provost	Reviews and submits request(s) for approval of search(es). If necessary returns document to department for revision. Once approved, discusses with Cabinet and the President. After discussion with Cabinet and the President, sends notification of approved searches.	Dean Social Equity Human Resources	After Cabinet discussion and Presidential approval.
	d	Dean	Sends notification of approved search(es) to the department.	Department	Dean's discretion
<b>2</b>	a	Department	The department sends Human Resources the list of search committee members and indicates which committee member is the search chair. The Department Chair (or designee) as Hiring Manager creates a posting in the PeopleAdmin Recruiting System to include uploaded copies of the following: Job Description, Selection Criteria, Essential Functions Form, Search Calendar/Timeline, Recruitment Plan, Telephone Inquiry Questions (If the department decides to conduct inquiries), Campus Interview Questions, Reference Questions, and 100- to 150-word Advertisement. The department also needs to list the Publications in which to advertise the position. NOTE: These materials must be uploaded at least one week prior to the meeting (see #3 below) with Social Equity, Human Resources, Dean, and Search Committee. The department may consult with Human Resources to enter information accurately into PeopleAdmin.	Dean Social Equity Human Resources Search Committee	Department's discretion
	b	Department	Schedules meeting with the Dean, Social Equity, Human Resources and Search Committee. NOTE: This meeting must be scheduled no sooner than one week after the material is approved by the Dean.	Dean Social Equity Human Resources Search Committee	After the materials identified in 2a above are completed.
	c	Social Equity Dean	If necessary, the Dean and Social Equity will confer to discuss materials and send comments to the department for discussion at the meeting.	Dean Department Chair	Prior to meeting.

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<b>3</b>	a	Search Committee, Department Chair, Dean, Social Equity, Human Resources	<p>Meet to review materials submitted by department within the PeopleAdmin Recruitment System. The intent of the meeting is for those attending to reach consensus on materials submitted and address any questions/concerns about PeopleAdmin. Social Equity will provide information regarding departmental under-representation, veterans preference and recruiting issues. The Dean will discuss any parameters for the search. Human Resources will provide information regarding the background check, fair credit reporting act and the right to work. Social Equity and Human Resources will answer any questions about PeopleAdmin. Final approval of the ad and other search documents will be given during this meeting unless the changes discussed need to be shared with individuals not present at the meeting. In the event that changes discussed in the meeting need to be shared with members who are not present, Social Equity will return the posting to the Department Chair and s/he or their designee will revise and then forward the posting and documents again for approval in PeopleAdmin.</p> <p>However, in most cases, the expectation is that all documents are approved and the search can proceed soon after this meeting. <b>(Note: if all necessary changes have been made and everything has been approved the posting is sent to the Provost prior to ending the meeting. Skip to 3e)</b></p>	Provost (If Finalized) Dean Social Equity Human Resources	Department's discretion
	b	Search Chair Support Staff	If necessary, the department chair as hiring manager or designee revises the position posting and all other documents in PeopleAdmin (from 3a) and forwards to the Dean via PeopleAdmin after consultation with search committee members not at the meeting.	Dean Social Equity Human Resources	Within 24 hrs.
	c	Dean	Reviews and approves changes and forwards to Social Equity for final approval.	Social Equity	Within 24 hrs.
	d	Social Equity	Reviews and approves changes and forwards to the Provost for final approval.	Provost	Within 24 hrs.
	e	Provost	Reviews posting and uploaded documents and forwards to Human Resources for posting and submitting to publications.	Human Resources	Provost's Discretion
	f	Human Resources	Submits ad(s) and makes posting live in PeopleAdmin.	Department Dean Social Equity	Within 24 hrs.
<b>4</b>	a	Search Committee	Implements recruitment 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. The Dean and/or the department may consult with Social Equity when necessary.	Department	Within search calendar timeline

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<b>TELEPHONE INQUIRY AND INTERVIEW STAGE</b>					
5	a	Social Equity	The day after the full-consideration date, Social Equity sends the Search Chair, Dean and Human Resources an email containing the names of underrepresented/protected class applicants needing job related reasons if they are not selected for a telephone inquiry, interview or recommended for hire.	Social Equity	Within search calendar timeline
	b	Search Committee/Search Chair	Search Committee will meet to screen applicants and determine their statuses. The search chair will then change the applicants' statuses in PeopleAdmin to one of the following categories: 1) Det'd Did Not Meet Min Quals, 2) Candidate. The Search Chair will then change some of the candidates status to: 1) Selected for Phone Inquiry or 2) Selected for Campus Interview, depending on whether they would like to conduct telephone inquiries. The Search Chair sends Social Equity the job related reasons for underrepresented/protected applicants who were determined to not be candidates. After moving applicants to their respective status, the Search Chair sends an email to the Dean, Social Equity and Human Resources telling them that the committee has reviewed the candidates and giving them the names of the candidates selected for phone inquiries, if the committee elects to conduct telephone inquiries. <b>If the Committee elects to not conduct telephone inquiries, please skip to step 5e.</b>	Social Equity	Within search calendar timeline
	c	Dean Social Equity	Upon receipt of the Search Chair's email, the Dean will review the credentials for the candidates selected for phone inquiries and send an approval email to Social Equity. Social Equity will also review the credentials for the candidates selected and move the selected candidates to the status of approved for telephone inquiries in PeopleAdmin and send an email to the Search Chair, Dean and Human Resources indicating that the change has been made and phone inquiries can begin.	Dean Social Equity	Only if Department uses telephone inquiries
	d	Search Committee	The Search Committee will conduct telephone inquiries with the selected candidates, being sure to save their notes. After the inquiries have been completed, the Search Chair will send an email to the Dean, Social Equity and Human Resources to inform them of the outcome for each candidate.		
	e	Search Committee	The Search Committee will determine which candidates they want to bring to campus for an interview. The Search Chair will then change the status of these candidates to "recommended for campus interview" in PeopleAdmin and send the list of candidates selected for interview to the Dean, Social Equity and Human Resources. The Search Chair will provide job-related reasons for any protected/underrepresented candidates who were not selected for campus interviews.	Dean	Department's discretion

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	f	Dean Social Equity	Upon receipt of the Search Chair's email, the Dean will review the credentials for the selected candidates, if necessary, and send an approval email to Social Equity. Social Equity will review the credentials for the selected candidates, if necessary, and move them to the status of approved for campus interview in PeopleAdmin and send an email to the Search Chair, Dean and Human Resources indicating that the change has been made and interviews can begin.	Social Equity	Within 24 hrs.
	g	Search Committee	The Search Committee will conduct interviews and teaching demonstrations as well as schedule a separate interview with the Dean for the selected candidates. The Search Committee will ensure that candidates sign their PeopleAdmin application and Essential Functions form. They will inform the Dean this has been completed at the candidate's meeting with the Dean. After the interviews have been completed, the Search Chair will send an email to the Dean, Social Equity and Human Resources to inform them of the outcome for each candidate.	Dean	Within 24 hrs.
	h	Dean	The Dean meets with the candidates interviewed and ensures that all documents have been signed. If notified by Social Equity or Human Resources that the candidate is requesting Visa Sponsorship, the Dean will gather information about the type of visa the candidate currently has along with the expiration date. The department will keep these documents for uploading as part of a Hiring Proposal for the candidate who is recommended for hire.	Dean	At time of interview

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<b>HIRING PROPOSAL</b>					
<b>6</b>	a	Dean	Within two working days following the candidates' visits, the Dean shares his/her perceptions about the candidates with the Department Chair (Hiring Manager) and Search Chair.	Hiring Manager Search Chair	<b>Within 2 working days.</b>
	b	Search Chair	Search Committee Chair shares the Dean's observations of the candidates with the committee and department. The Search Committee then ranks candidates after determining the finalist pool. The Department votes to recommend a candidate. The Search Chair then changes the status of the recommended candidate to "recommend for hire" in PeopleAdmin, and notifies the department chair that s/he can begin a hiring proposal. <b>The Search Committee must provide justification for underrepresented and protected class candidates who were interviewed and not recommended for hire. At this time, the Search Chair collects from all of the search committee members their phone inquiry, interview and reference check notes for all of the candidates and gives these documents to the Hiring Manager.</b>	Hiring Manager	Within 24 hrs.
	c	Hiring Manager	The Hiring Manager begins a hiring proposal for the recommended candidate in PeopleAdmin, being certain to use the "edit" feature to answer the Hiring Manager questions. The Hiring Manager also uploads the search committee materials for all candidates as part of the Hiring Proposal documents. This includes uploading the interviewed candidates' signed applications and the interviewed candidates' signed Essential Functions Forms. The Hiring Manager sends the Hiring Proposal to the Dean. At this time, the Hiring Manager/Department Chair may choose to notify Human Resources so HR can begin the Act 34 Criminal Background check on the recommended candidate.	Dean	<b>Within 24 hrs.</b>
	d	Dean	<p>The Dean reviews the Hiring Proposal and uses the "edit" feature to complete his/her section of the Hiring Proposal. The Dean then sends the hiring proposal to Social Equity for review and approval in PeopleAdmin. NOTE: To avoid processing delays, the Dean should be consulting with the Provost for recommendations above Assistant Professor, Step 1.</p> <p>The Dean may telephone the candidate to tell the candidate "the department is ready to recommend to the administration that you be offered the position pending a clear criminal background check. 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."</p>	Social Equity  Human Resources	Within 24 hrs.

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	e	Social Equity	Social Equity reviews the hiring proposal and completes their section of the hiring Proposal and then submits it to the Provost for review and approval. (NOTE: Social Equity may contact the Dean for further clarification in the event that the reasons provided for an underrepresented or protected class candidate(s) who is/are not being recommended is not acceptable.)	Provost	Within 24 hrs.
	f	Provost Human Resources	The Provost forwards the Hiring Proposal to Human Resources. Human Resources notifies the Provost of the results of the Criminal Background Check.	Provost	As soon as possible
7	a	Provost	Acting as President's designee, the Provost's Office will notify the Dean that a verbal offer may be extended and a contract letter will follow. The Provost's Office will also indicate what materials (e.g., original transcripts) are needed for inclusion in the official faculty personnel file. When the offer is accepted, the signed appointment letter is copied and distributed.	New Hire	Within 72 hrs.
	b	Human Resources	Human Resources asks the department if they want to contact the candidates who were interviewed and not hired to tell them that they were not the successful candidate. When the department has notified the candidates they want to, Human Resources will send an email to candidates not recommended for hire and will mark the position as filled in PeopleAdmin.	Interviewees not selected and any candidates not previously notified of the status of their application	When the department informs HR that it is ok to proceed.