

TENURE-TRACK FACULTY SEARCHES

Role of Dean

SEARCH APPROVAL AND INITIATION

Review Position Justification prepared by department. Work with department chair to make any improvements.

Submit Position Justification to Provost. Provide additional information and clarifications as requested.

Notify the department when/if search is approved.

In PeopleAdmin, review the posting and uploaded documents to ensure they are based on Position Justification. If questions exist, return posting in PeopleAdmin to Department Chair (Hiring Manager) for revision.

When information is accurate, forward posting and uploaded documents using PeopleAdmin, to Social Equity in preparation for search committee meeting.

Participate in Search Committee meeting, being sure to provide information about any parameters for the search.

Work with Social Equity and department during, and if necessary after the search meeting, to finalize all documents so that Social Equity can forward the posting and documents to the Provost.

PHONE INQUIRY, PRE-INTERVIEW AND INTERVIEW STAGE

When search chair sends email listing people selected for phone inquiries, use PeopleAdmin to review the application materials of those people being certain that they meet required qualifications.

Send approval email to Social Equity if those selected for phone inquiries are satisfactory.

When search chair sends email listing people selected for campus interviews, use PeopleAdmin to review the application materials of those people being certain that they meet required qualifications.

Send approval email to Social Equity if those selected for campus interviews are satisfactory.

Interview those brought to campus.

Confirm with Social Equity whether or not any of those selected for interviews will need visa sponsorship. If a candidate does, please talk with him/her about what visa s/he currently has and dates of expiration. Be sure to have visa sponsorship cost sheet available to share with any candidates who need visa sponsorship.

Ensure that each interviewee has signed his/her application, the Essential Functions Identification Form and has received a copy of the job description.

Within two working days of interview with a candidate, give the department chair and search chair your perceptions of the candidates interviewed.

POST-INTERVIEW AND APPOINTMENT STAGE

Review Hiring Proposal when it is received from the Department chair. Using the “edit” function in PeopleAdmin, complete the “Dean-specific” section of the Hiring Proposal.

Forward the Hiring Proposal to Social Equity.

If desired, phone the candidate and tell him/her that the department is recommending to administration that s/he be offered the position pending a clear Act 34 criminal background check. The Dean may ask the candidate if s/he continues to be interested in the position, while reminding the person that only the President or Provost can make a legally binding offer.

When the Provost's Office gives the “thumbs-up” extend a verbal offer to the successful candidate and inform him/her that a contract letter from the Provost will follow.