

## **TENURE-TRACK FACULTY SEARCHES**

### **Role of Department Chair/Hiring Manager**

#### **SEARCH APPROVAL AND INITIATION**

Prepare Position Justification and submit it to the Dean.

When the search is approved, work with the Search Chair and use the Position Justification Document to determine:

What the position will do (tasks, duties, responsibilities) and the essential functions of the job. Use the generic faculty job description and generic faculty Essential Functions Identification Form as the spring board for this discussion.

What qualifications will be needed to do the job? Don't want to create barriers or be too narrow

What qualifications do we require?

What qualifications do we prefer?

What publications and web sites are likely candidates using to find jobs? Any conferences coming up?

How does the department want to handle references?

Applicant upload letter?

Referee uploads letter to confidential portal?

What documents/information will be required of the applicants?

CV

Cover letter

Names of three references

Copies of transcripts

Anything else? Options are: teaching philosophy, research statements, sample syllabi, student evaluations,

Develop these documents to upload as part of the posting in PeopleAdmin (or ask Search Chair to do this)

1. Job Description (template exists on HR's web site)
2. Essential Functions Identification Form (template exists in HR's web site)
3. Interview questions
4. Phone Inquiry questions – phone inquiries are not required. Phone inquiries are used the number of people who appear qualified exceeds the number of people you want to bring to campus for interviews.
5. Reference check questions.
6. Recruitment plan – what conferences, networks, web sites, alumni, graduate schools.
7. Search calendar (when will people be around for interviews, teaching demonstrations, checking references).
8. 100 to 150-word ad for publications. (template exists on HR's web site)

Contact HR to start the posting in People Admin

Confirm with HR the names and email addresses of search committee members

Forward the posting and uploaded documents to the Dean for review. The posting and uploaded documents should be ready for review by everyone a week prior to the search committee meeting.

Work with the search support person to set up a search meeting with all search committee members, Social Equity, the Dean and Human Resources.

Attend the Search Committee meeting. The purpose of the meeting is to review and finalize all of the search materials that are uploaded and posted with the position in PeopleAdmin. The Dean, Social Equity and Human Resources will also explain the search process “do’s and don’ts” and goals from their perspectives. Confirm the search calendar and schedule for phone inquiries, reference checks and campus interviews with the search committee members.

*If the materials are approved, at the end of the meeting, Social Equity will forward the search to the Provost for his review and approval. The Provost will then send the search materials to Human Resources for posting or return it to the Dean for further refinement. If the materials need to be revised, Social Equity will return the search to the Department Chair for updating and revision. (Searches move from Department Chair, to Dean, to Social Equity, to Provost, to Human Resources.)*

### **PHONE INQUIRY, PRE-INTERVIEW and INTERVIEW STAGE**

When you receive an email from the Search Chair listing candidates selected for phone inquiries, review the application materials of these folks and will consult with the Dean, Social Equity and Human Resources if you have any concerns.

*Social Equity will then, if all are agreed, change the status of the people selected for phone inquiries to APPROVED FOR PHONE INQUIRY and send an approval email to the Search Chair with a copy to the Department Chair, Dean and Human Resources. As part of this discernment, Social Equity may ask for additional information or ask the search committee to do phone inquiries with additional candidates to increase the diversity of the pool.*

When you receive an email from the search chair, listing the names of candidates selected for campus interviews please review their application materials and consult with the Dean, Social Equity and Human Resources if you have any concerns.

*Social Equity will review the application materials and consult with the Department Chair, Dean and Human Resources and then can change the status of the people selected for campus interviews to “Approved for Campus Interview” and send an approval email to the Search Chair with a copy to the Department Chair, Dean and Human Resources. As part of this discernment, Social Equity may ask for additional*

*information or ask the search committee to do campus interviews with additional candidates to increase the diversity of the pool.*

Confirm with the search chair that someone – the Dean, Search Support person or Search Chair – is asking each interviewee to review the Job Description, to review and sign the Essential Functions Identification Form and to sign his/her application when they are here on campus for the interview. Inform the Dean as to whom this responsibility has been assigned.

Receive from the search committee the names of recommended candidates.

### **POST-INTERVIEW AND APPOINTMENT STAGE**

Have department vote on which candidate to recommend.

In PeopleAdmin, start a hiring proposal on the recommended candidate.

Using the “edit” button, complete the Hiring Manager’s section of the Hiring Proposal.

In the Document Upload section of the Hiring Proposal, upload the scanned documents provided by the search support person.

1. Any and all reference check notes.
2. Any and all campus interview notes.
3. Any and all phone inquiry notes.
4. Any selection criteria sheets and spreadsheets evaluating multiple applicants.
5. Any and all Employment Applications signed by interviewees
6. Any and all Essential Functions Identification Form signed by interviewees

Forward the Hiring Proposal to the Dean, with any comments. The hiring proposal moves from the Dean, to Social Equity, to the Provost and then to Human Resources.

Notify Human Resources if you and the Dean want Human Resources to start the Act 34 clearance on the recommended candidate immediately.

Send official transcripts of recommended candidate to the Office of the Provost.