TENURE-TRACK FACULTY SEARCHES
Role of Support Person

SEARCH APPROVAL AND INITIATION
Set up a search committee meeting with all search committee members, the Department Chair, Social Equity, the Dean and Human Resources.

PHONE INQUIRY, PRE-INTERVIEW AND INTERVIEW STAGE
When the search chair or department chair receives an email from Social Equity approving the list of people selected for phone inquiries, call and schedule phone inquiries with the candidates selected for phone inquiries. (Phone inquiries are not required so this step may be skipped.)

When the search chair or department chair receives an email from Social Equity approving the list of people selected for campus interviews, call and schedule the campus interviews with the search committee and with the Dean.

Prior to the campus interviews
1. Print a copy of the Job Description for each interviewee to read when s/he is here for the interview.
2. Print a copy of the Essential Functions Identification Form for each interviewee to read and sign when s/he is here for the interview. (Sign on last page as Interviewee.)
3. Print a copy of each interviewee's application for her/him to sign when s/he is here for the interview. (Sign at the end of the application beside person's initials.)

Be sure these documents are given to the person assigned responsibility for getting the interviewees to sign the documents – The Dean? The Search Chair? The support person?

POST-INTERVIEW AND APPOINTMENT STAGE
After the campus interviews, collect the signed Essential Function Identification Forms and Applications from the person who had the documents signed by the interviewees.

When the search committee has recommended candidates to the Department Chair, collect from all search committee members their selection criteria sheets used, their phone inquiry notes, their campus interview notes and their reference check notes.

Group these documents, plus the signed Job Descriptions, Essential Function Identification Forms and the signed Applications into six separate items and then scan them as six separate items:

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 and Job Descriptions signed by interviewees.

Send these six scanned items to the Department Chair so s/he can upload these scans as part of the Hiring Proposal. Save the paper copies until the scans have been successfully uploaded by the Department Chair.