

Faculty Hiring Workflow

Vacancy

- ❑ Chairs and Program Directors submit position requests to the to Dean of the Faculty/Vice President for Academic Affairs (DOF/VPAA)
- ❑ Hiring Chairs, Program Directors and members of search committees attend Inclusive Hiring Workshop.
- ❑ Compose ad copy in preparation for completing Authorization To Employ (ATE).
- ❑ Draft inclusive search plan.
- ❑ Submit ad copy and search plan DOF/VPAA and Associate Dean of the Faculty for Personnel Development and Diversity (ADOF for Diversity) & Assistant Director for Equal Employment Opportunity and Workforce Diversity (ADEWD).
- ❑ Submit Authorization To Employ (ATE) on-line and forward to get proper authorizations.
- ❑ Discuss with the DOF/VPAA and/or ADOF for Diversity and ADEWD, the search plan and any special request (i.e. waiver).



Sourcing

- ❑ Determine with Human Resources a time frame and the venues for the ad.
 - Presently all ads are posted on-line and with identified diverse advertising sources
 - Employment Coordinator sends email to Hiring Chair with Guest User Logon and Password access for those reviewing the candidates
 - All applications are received on-line
- ❑ The ad is posted widely in consultation with ADEWD or Employment Coordinator.
- ❑ Search committee, Hiring Chair or Program Director should conduct outreach, networking with colleagues and posting at professional meetings. Forward ad copy to all known professional contacts, when appropriate.



Offer

- ❑ Contact DOF/VPAA to discuss total compensation package.
- ❑ Hiring Chair or Program Director offers position and informs the candidate that offer is contingent upon an acceptable background check result.
 - Hiring Chair or Program Director must provide a reasonable time for candidate to accept offer; with start dates in the future to allow time for background check completion
 - DOF/VPAA and/or ADOF for Diversity will contact Employment Coordinator to initiate background check
 - Contract letter sent by Dean's Office
- ❑ Regret communications should be made by Hiring Chair or Program Director to all applicants contacted during search (this contact could be via phone, in person, letter or email).
- ❑ Regrets to those not contacted are system-generated by HR.
- ❑ Upon completion of search, all documents (including hand written notes) should be submitted to HR for appropriate retention and/or destruction as required by policy/law.



Campus Visit

- ❑ The ADOF for Diversity requests from the Employment Coordinator a list of diverse applicants.
- ❑ Department/Programs review applications and decide on list of candidates and submit to DOF/VPAA and ADOF for Diversity.
- ❑ The DOF/VPAA, in consultation with the ADOF for Diversity, will review and approve the pool of candidates before phone or conference interviews.
- ❑ Prior to sending invitations for on-campus interviews, the DOF/VPAA, in consultation with the ADOF for Diversity, will approve the final pool of candidates.
- ❑ On-campus visits including meeting with:
 - DOF/VPAA
 - ADOF for Diversity
 - Members of the Search Committee
 - Other departments and programs as appropriate.
- ❑ Interviews are conducted.
- ❑ Departments or Programs submit to the DOF/VPAA their recommendation for the hire.