

FACULTY HIRING PROCESS WORKFLOW

VACANCY

- Chairs and Program Directors submit position requests to the Dean of the Faculty/Vice President for Academic Affairs (DOF/VPAA)
- Draft a comprehensive search plan, including ad copy, in preparation for completing the Job Requisition in Oracle Cloud.
- Submit ad copy and search plan to Associate Dean of the Faculty for Recruitment and Academic Personnel (ADOF-RAP).
- ADOF-RAP approves the search plan and forwards the ad copy to the ADEWD.
- After receiving approval from the ADEWD, complete the Job Requisition online and forward it to get proper authorizations.
- Note: One-year visiting positions do not require vetting by DOF/VPAA or ADOF.

SOURCING

- Determine with Human Resources a time frame and the venues for the ad
 - All ads are posted online via Oracle
 - All applications are received online
- The ad is posted widely in consultation with ADEWD or Employment Coordinator.
- Search committee and department faculty should conduct outreach, networking with colleagues and posting at professional meetings. Forward ad copy to all known professional contacts, when appropriate.

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INTERVIEWS

- Search Committee Chairs and Associate Chairs attend the Diversity Hiring Workshop.
- Search Committees review applications and select up to 10 candidates for online interviews.
- Based on the online interviews, the Search Committee or department/program select three finalists for on-campus interviews.
- Before invitations to on-campus interviews, the DOF/VPAA, in consultation with the ADOF-RAP, will approve the final pool of candidates.
- On-Campus visits, including a meeting with:
 - DOF/VPAA
 - ADOF-RAP
 - Members of the Search Committee
 - Department faculty
 - Students
 - Other departments and programs as appropriate.

OFFER

- Departments or programs submit their hiring recommendation to the DOF/VPAA.
- DOF/VPAA provides total compensation package.
- Hiring Chair or Program Director Offers position and informs the candidate that the offer is contingent upon an acceptable background check result.
 - Hiring Chair or Program Director must provide a reasonable time for the candidate to accept offer (usually 10 working days)
 - The Chair/Program Director will contact the Employment Coordinator to initiate a background check.
 - Contract Request Form (CRF) submitted online by the chair
 - Contract sent by the Dean's Office
- Regret communications should be delivered by the Hiring Chair or Program Director to all applicants who were contacted during search, after the background check has cleared and the contract has been signed. This communication may be made by phone, in person, letter, or email.
- Regrets to those not contacted are system-generated by HR.