

Faculty Hiring Workflow

Vacancy

- ❑ Chairs and Program Directors submit position requests to the 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 the Job Requisition in Oracle Cloud.
- ❑ 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).
- ❑ Complete the Job Requisition online 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).
- ❑ Note: One year visiting positions **do not** require vetting by DOF/VPAA or ADOF for Diversity.



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
 - The Chair/Program Director will contact Employment Coordinator to initiate background check.
 - Contract Request Form (CRF) submitted online by chair
 - Contract 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) after both the background check results and signed contract are completed.
- ❑ Regrets to those not contacted are system-generated by HR.



Campus Visit

- ❑ The Associate Dean for Diversity and Faculty Affairs 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 invitations for on-campus interviews, the DOF/VPAA, in consultation with the ADOF for Diversity and ADEWD, 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.