TENURE-TRACK FACULTY HIRING

PROCESS MAP

1. Elect Search Committee
2. Attend Search Committee Workshop and Complete Modules
3. Create Position Announcement (PA) / Recruitment Questionnaire (RQ) – Approval
4. Implement and Conduct Extensive Outreach
5. Conduct Initial Screening – Complete Candidate Evaluation Spreadsheet
6. Conduct Telephone/Virtual Semi-Finalist Interviews
7. Identify Finalists
8. Complete Two Telephone Reference Checks for Each Finalist
9. Complete On-Campus Interview Form – Approval
10. On-Campus Interviews with Finalists
11. Complete Recruitment Analysis Report (RAR) – Approval
12. Dean Submits Request Memo + RAR to Faculty Affairs ➔ Provost for Approval
13. Dean Completes Final Reference Check with Current Employer
14. Dean Makes Offer to Top Candidate
15. Dean Drafts Appointment Letter from Template – Approval
16. Dean Mails and Emails Appointment Letter
17. Dean’s Office Submits Hiring Documents to Faculty Affairs
18. Notify Candidates Not Selected
19. Create Welcome for New Colleague