

Flow Process for Faculty Recruitment Appointments Beginning August 2015



**January
2014**

• **Call for Faculty Hires Issued to Deans**

The Provost, along with the Office of Faculty Affairs, will issue a call for faculty hires to all Deans in the form of a template titled “Five Year Plan for Faculty Recruitment”. This form requires the following information:

- Department Background
- Current Curricular Responsibilities /Faculty Competencies
- Anticipated Needs
- Program Review Documentation
- Diversity Efforts
- Graduation Rates
- Retention Rates

Faculty Affairs will meet individually with the Dean and AA/S from each college to provide training, to assist with completion of the template.

April 2014

- **Deans Submit Recruitment Plans to Faculty Affairs /Provost**
- **Provost Issues Confirmation Memos for 2014-15**
- **Search Committee Chair /Member Group Training (College Based)**

April 11: Completed Five Year Plan document is submitted to the Office of Faculty Affairs with a cover letter that includes the following information:

- Prioritized Hiring Requests and the Rationale
- Specific Hiring Department and Specialty
- Hiring Level (Assistant Professor, etc.); a Justification is Required to Hire Above Assistant Level
- Terminal Degree; if not Ph.D., a Justification is Required

April 13-20: Documents will be reviewed by Faculty Affairs Office /Provost; and 1:1 meetings will be scheduled with hiring units to review additional information.

April 25: Provost issues memos to Deans confirming Tenure Track slots for 2014-15. Decision Memos will include the following information:

- # of Positions approved /Denied
- Program
- Specialty
- Rank
- Terminal Degree

April 26 to May 31: College based group training sessions for Search Committee Chairs /Members will be conducted by Faculty Affairs. Training is **mandatory** for Search Committee Chairs, Department Chairs and ASC's, and is *recommended* for all Search Committee Members and AA/S's.

May 2014

• **Dean's Initiate Recruitment Process**

Upon receipt of the Provost's final decisions, Deans /Department offices will be responsible for initiating the recruitment process for those positions that have been approved, specifically;

- Formation of the Search Committee
- Development of the Position Announcement
- Preparation of advertisements and the advertising plan

All required documents will be submitted to the Faculty Affairs Office for processing prior to the end of the Spring semester so that position advertisements can be published over the summer with initial application review dates set no later than December 31.

Sep /Oct 2014

• Soft /Emergency Deadline (Budget Scenario & Other Eventualities

While hiring should follow the established timelines and processes designed for broad recruitment and thoughtful deliberation, circumstances sometimes require exceptions. Any off-cycle request that has missed established deadlines must be based on a verifiable emergency or exceptional situation.

The process for off-cycle requests is outlined below:

- Departmental requests must be endorsed by a department and the Chair.
- The College Dean is authorized to review these requests, including further consultation at the departmental and college levels as necessary and appropriate, and make his or her own independent recommendations to the Provost. Considerations of the College Dean include:
 - Budget implications at the departmental and college level;
 - Programmatic considerations at the departmental and college level;
 - Respect for the integrity of the hiring process, including advertising for the position(s), development of a high quality and diverse pool, etc.; and
 - Impact on departmental, college and university strategic plans.

The process for off-cycle consideration may expedite hiring. The Provost decides on each case as presented.

**Dec 2014
/May 2015**

- **Applicant Interviews & Final Decisions /Offers**

The Search Committee has approximately six months for the following activities:

- Initial screening of all applications
- Identification of finalists (minimum of three)
- Confirming completion of Criminal Background Check
- Completion of Interview Authorization Form (requires review /approval of AVP for Faculty Affairs and Provost)
- Completion of Authorization to Extend an Offer Form (requires review /approval of AVP for Faculty Affairs and Provost)
- Preparation and Distribution of Offer Letter and Employment Contract

August 2015

• New Faculty Begin Appointments

- The recruitment process concludes over the summer, culminating in new hires beginning their appointments in August.
- Search Committee Chairs /Dean's ensure that all wrap up documents (signed contract, Applicant Interview Questionnaires, etc.) are submitted to the Faculty Affairs Office.
- The college /department must retain documentation of the recruitment process (regardless of whether a successful hire is made) for three years.