

Academic Affairs Faculty Hiring Checklist

| Date | Description |
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| Seek and obtain necessary authorization to hire | |
| | 1. Deans and Departments prepare staffing requests to fill expected/actual vacancies and/or request new lines |
| | 2. Dean submits staffing request to Office of the Provost |
| Commence Search Process | |
| | <p>3. Draft a job posting and advertisement which includes at minimum: rank, area of specialization, duties and required and preferred qualifications. Advertisements must include date at which applicant review will begin. Draft postings and draft advertisements should utilize a standard template available from the Dean. Dean will review job posting and advertisement and will submit both to HR and Office of Employment Equity and Diversity (OEED) for review.</p> <ul style="list-style-type: none"> a. Once approved, HR and OEED will notify Deans/Departments. HR will coordinate job listing in Chronicle of Higher Education (CHE), Inside Higher Education (IHE), Diverse Issues and HigherEdJobs.com. Departments/Deans may wish to place additional postings in other venues, but must use the same approved advertising copy. b. Please note: Advertisements must be posted for a minimum of 30 days in CHE or IHE. |
| | <p>4. Form search committee according to requirements in the Employment Process Guidelines for Recruitment of Full-time Faculty, found in the Faculty and Professional Staff Handbook.</p> <ul style="list-style-type: none"> a. Search committee schedules a session with OEED to receive search training prior to reviewing candidates |
| | <p>5. Search committee/chair draft applicant screening materials and submit to OEED for review:</p> <ul style="list-style-type: none"> a. Initial Applicant Screening form (see sample) b. Phone Reference Check questions; reference checks should be conducted for all candidates invited to campus <u>prior</u> to their invitation to campus. Reference checks may be conducted by search committee/chair or hiring authority (see sample) c. Phone/Skype Pre-Screen Interview questions (optional—see sample) d. On-campus interview questions (see sample) |
| | <p>6. Search committee/chair collect applications and conduct initial review based on position requirements stated in the job posting:</p> <ul style="list-style-type: none"> a. Evaluate applicants using Initial Applicant Screening Form b. (Optional) Determine whether Phone/Skype interviews will be conducted and decide who would be the most qualified candidates (approx. 4-7) for these interviews. These candidates will be listed on Form 1 as having been selected for an interview. [Note]: Candidates interviewed via Skype/Phone and subsequently NOT recommended for on-campus interviews are later to be noted on Form 2 under the section entitled “Other Candidates Considered and/or Interviewed for the Position.” c. Search committee/chair completes Form 1 and submits form to Dean for signature. Dean submits form to OEED. Once OEED has approved Form 1, |

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| | Committee can begin conducting phone/Skype interviews using the Phone/Skype interview questions. |
| | 7. Search Committee/chair recommends potential finalists to Dean. |
| | 8. Search Committee/Chair arranges and conducts on-campus interviews for finalists using the questions from the On-Campus Interview form. On-campus finalists will be asked to submit official transcripts documenting degrees received. Transcripts should be submitted to HR. Search committee/chair reviews travel reimbursement requirements and provides that information to candidates. Following interviews, search committee/chair completes Form 2 and submits form to Dean for signature. Dean submits form to OEED. |
| | 9. Dean reviews Form 2. Dean discusses candidate strengths and challenges with search committee/chair. Dean is hiring authority for faculty searches and is authorized to make offer of employment. Dean may conduct additional reference checks and/or may contact finalists for additional information. Dean makes verbal offer of employment and prepares written offer of employment. Note: Salary offer cannot be made without consultation with the Office of the Provost. Upon receipt of signed offer from candidate, Dean informs search committee/chair. HR prepares notification to all remaining candidates that the search has been completed and they are no longer candidates. |
| | 10. Dean completes and submits HRAF to Office of the Provost |

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