

Tenure-Track Recruitment Process

TASK	RESPONSIBLE PARTY	PROTOCOL STEP
Annual request for TT positions submitted to Provost	Dean	1
Deans notified of approved positions	Provost	1
Search Committee elected	Faculty in department	2
Search Committee convened	Dean	2
Position Description drafted, signed by chair, and submitted to Dean	Department	3
Position Description signed by Dean and submitted to Faculty Affairs	Dean	3
Position Description, amended as needed, approved with Recruitment Number included	Faculty Affairs	3
Recruiting & Advertising Plan developed	Department	4
Recruiting & Advertising Plan signed by Dean and forwarded to OED	Dean	4
Recruiting & Advertising Plan, amended as needed, approved	Equity and Diversity	4
Recruiting & Advertising Plan implemented	Department & FA	4
Screening & Selection checklist and documents prepared	Search Committee	5
Screening & Selection checklist and docs approved and submitted to Faculty Affairs	Dean	5
Applicant info provided to OED (weekly)	Department	6
Approval of the pool requested	Search Committee	7
Pool approval granted	OED, Dean	7
Applications processed	Search Committee	8
Receipt of each application acknowledged	Department	8
Log of applicants created and maintained	Department	9
Initial screening for minimum qualifications conducted	Search Committee	10
Regret letter sent to applicants not meeting the minimum qualifications	Search Committee	10
Screening for desired/preferred qualifications conducted	Search Committee	11
Regret letter sent to applicants not meeting the desired/preferred qualifications	Search Committee	11
Semi-finalists selected and submitted to Dean	Search Committee	11
Semi-finalists approved	Dean	11
Semi-finalist interviews conducted	Search Committee	12
Finalists selected and submitted to Dean	Search Committee	13
Finalists approved	Dean/Provost	13
Reference letters requested if not already received	Search Committee	14
On-campus interview preparation conducted	Search Committee	14
On-campus interviews conducted	Search Committee	15
Recommendation for hire(s) submitted to Dean	Search Committee	16
Reference checks conducted	Dean/Chair	17
Request for verbal offer submitted to Provost	Dean	17
Verbal offer approved	Provost	17
Verbal offer extended	Dean	17
Recruitment packet documents collected and submitted to Faculty Affairs	Dean's office	18
Written appointment offer sent to candidate	Faculty Affairs	18
Acceptance distributed	Faculty Affairs	18
Semi-finalists and finalists who were not selected notified	Search Committee	19
Search files retained for three years	Department	20