

## CHECKLIST FOR HIRING FULL-TIME FACULTY

### A. Position Authorization and Advertisement

- \_\_\_\_\_ Department Chair prepares a preliminary proposal, including advertising venues and search strategies, and discusses these with the Dean
- \_\_\_\_\_ Chair revises proposal, if necessary, signs authorization form, and submits it to Dean
- \_\_\_\_\_ Dean and VPAA sign authorization form and return it to the Chair
- \_\_\_\_\_ Chair appoints a search committee
- \_\_\_\_\_ Search Committee meets with Dean and Assistant Vice President for Academic Affairs and Diversity, Director of Recruitment and Employment to review search procedures and guidelines
- \_\_\_\_\_ Search Committee advertises
- \_\_\_\_\_ Search Committee obtains from Assistant Vice President for Academic Affairs and Diversity statistics about the characteristics of the national applicant pool

### B. Application Acknowledgement and Evaluation

- \_\_\_\_\_ Search Committee develops standards for evaluating applications
- \_\_\_\_\_ Search Committee obtains from HR EOE Form and return envelopes
- \_\_\_\_\_ Search Committee acknowledges applications and sends HR EOE Form
- \_\_\_\_\_ Search Committee reviews applications eliminating those that are unqualified
- \_\_\_\_\_ Search Committee asks remaining applicants to submit a Complete Dossier which includes an essay
- \_\_\_\_\_ Search Committee sends qualified applicants HR Information Packet

### C. Short-list Determination

- \_\_\_\_\_ Search Committee and Chair identify the top acceptable candidates (approximately 10-12)
- \_\_\_\_\_ Chair send Dean the top 10 to 12 acceptable candidates
- \_\_\_\_\_ Chair in consultation with Dean decides on applicants to invite for an on-campus interview

### D. On-campus Interviews

- \_\_\_\_\_ Chair invites candidate for on-campus interviews
- \_\_\_\_\_ Chair asks candidate to complete the HR Campus Interview Information Sheet
- \_\_\_\_\_ Chair arranges interview schedule and then prepares for packets for interviewers
- \_\_\_\_\_ Chair sends Dean candidate's original materials as well as a list of projected interview expenses
- \_\_\_\_\_ Candidate arrives, meets with Chair, and is given interview schedule
- \_\_\_\_\_ Interviewers meet with candidate
- \_\_\_\_\_ Candidate teaches a class or makes a faculty presentation
- \_\_\_\_\_ Chair provides candidate with information about decision process and timetable
- \_\_\_\_\_ Chair arranges for the candidate to be reimbursed for travel expenses

### E. Selection and Appointment

- \_\_\_\_\_ Chair discusses interviewees with Dean
- \_\_\_\_\_ Department discusses interviewees; reviews candidates' strengths and weaknesses; and draws up a list of those who are acceptable
- \_\_\_\_\_ Chair discusses this list with the Dean
- \_\_\_\_\_ Chair signs Employment Recommendation Form and sends it to Dean
- \_\_\_\_\_ Dean signs form and forwards it to VPAA
- \_\_\_\_\_ Dean discusses salary with Chair
- \_\_\_\_\_ Chair contacts the finalist to inform him/her of the impending offer
- \_\_\_\_\_ Chair informs Dean finalist intends to accept the offer
- \_\_\_\_\_ President's Office prepares letter of appointment
- \_\_\_\_\_ Dean informs Chair the finalist has accepted
- \_\_\_\_\_ Chair personally contacts other interviewees to tell them the position has been filled, informs other applicants in writing
- \_\_\_\_\_ Chair obtains I-9 and other tax forms from HR and sends them to the new faculty member

### F. Records

- \_\_\_\_\_ Department keeps records for at least 2 years