

## FACULTY RECRUITMENT PROCESS OVERVIEW

**NOTE: The PageUp hiring system identifies department chairs as “hiring managers.”**

<b>Post</b>	Obtain permission from the provost to post the position.
	The submitter or department chair determines the details for the position posting draft. DO NOT add the posting directly to <b>PageUp</b> .
	Submit posting details on the <a href="#">Academic Resources Faculty Posting Request</a> dynamic form.
	The faculty recruitment specialist reviews, edits, and posts requisitions after receiving department chair approval of the posting copy.
	- Posting periods required: 30 days for tenure-track positions; two (2) weeks for all other full-time temporary faculty
<b>Committee Review</b>	Review date passed
	- The faculty recruitment specialist emails the search committee that applicants are ready for review.
	- Individual committee members conduct reviews of applicants who successfully applied using the <a href="#">Faculty Applicant Selection Criteria Form</a> .
	- The search committee convenes to determine the pool to be submitted for approval by IE&C.
	The search committee chair enters collective selection criteria in the system <b>ONLY</b> for applicants recommended to be in the pool.
	- The committee chair provides the department chair with a list of names of those being recommended in the pool.
<b>Pool Approval &amp; Identifying Finalist</b>	The department chair confirms that the selection criteria have been entered for applicants recommended to be in the pool.
	The department chair moves the selected applicant pool to “Dean Pool Review.”
	The dean reviews the pool and moves them to “Equity & Compliance Review.”
	IE&C reviews the pool and will delete applicants who do not meet the posting’s requirements
	The department is alerted once the pool is returned after IE&C’s review.
	- The department reviews the approved candidate pool, begins scheduling and conducting interviews, and checks references. The hiring system automatically solicits recommendation letters when IE&C approves an applicant. Department chairs can retrieve letters of recommendation once the recommender uploads them to the system.
	- Once approved, short-listed finalists are identified, the department chair must move each to “Finalist Interview Scheduled,” which prompts an automatic email via the hiring system to candidates requesting official transcripts.
	- The department chair sends a pre-filled salary recommendation form provided by the faculty recruitment specialist, with the curriculum vitae attached (hard copy), to Academic Affairs for the finalists they are considering.
	- The search committee DOES NOT RANK finalists; the department chair and dean select a finalist to recommend for hire.
	- The department chair or search committee chair confirms that the reference checks are completed. This is <b>DIFFERENT</b> from recommendations.
	- The department chair communicates with the finalist the negotiated terms of the <b>recommendation</b> contingent upon the provost's approval, then follows up with an email containing the terms of the recommendation, which will be made to the provost.
	- The verbal (emailed) <b>recommendation</b> is accepted. If the finalist declines the recommendation, please email the faculty recruitment specialist.
<b>Recommending Your Finalist</b>	The department chair moves the finalist in the hiring system to status "Recommend for Hire (Enter Recommendation Details)" IMPORTANT - Please select the correct workflow.
	The department chair generates an electronic “Offer Card” in the hiring system for the recommended finalist.
	- All negotiated terms, reference check date, and the person checking the reference must be entered into the PageUp system.
	- The department chair forwards the “Offer Card” through the online hiring system for the dean’s review and approval.
	- The hiring department prepares and sends a <a href="#">hiring packet</a> to the dean for approval. The dean approves and submits it to the faculty recruitment specialist.
	The dean reviews and moves the electronic “Offer Card” through the system to the faculty recruitment specialist.
	- The faculty recruitment specialist initiates the background check. (The candidate responds directly to TrueScreen with the information.)
	The faculty recruitment specialist moves the “Offer Card” to IE&C.
	IE&C returns the offer review response to Academic Affairs, allowing a formal contract to be initiated (or forwards for further approval when needed).
	Academic Affairs initiates an electronic offer to the recommended finalist after the provost's review and approval.
	- Once the finalist accepts the offer and their response is received, the faculty recruitment specialist closes the posting
	An automatic email is sent to applicants and candidates not chosen for hire.