

Faculty Recruitment Hiring Checklist

9-16-12

- Step 1. Approval/Authorization for a new hire**
 1. Accountable: Provost and President
 2. Support: Provost's Cabinet
 3. Action: Positions have been prioritized by the Provost and the Provost's Cabinet with final approval by the President.
 4. Assessment: Has the process been followed in a timely manner?
 5. Timeline: As early as possible. No later than August 1.

- Step 2. Faculty Posting Request/Position Announcement**
 1. Accountable: School Dean and Department Chair/Program Director
 2. Support: The Provost and Human Resources
 3. Action: As early as possible after authorization for hire, Department Chair prepares the Faculty Posting Request [**Attachment A**] along with the Position Announcement [**Attachment B**] and the Ad Copy [**Attachment C**]. Submit it electronically to the School Dean → Executive Assistant to the Provost → Provost → Human Resources.
 4. Assessment: Has the School Dean informed and met with the Department Chair to prepare the announcement in a timely manner?
 5. Timeline: As early as possible after authorization for hire.

- Step 3. Circulating the Position Announcement and Advertising/Recruitment Strategies**
 1. Accountable: School Dean and Department Chair/Program Director
 2. Support: Human Resources and the Executive Assistant to the Provost
 3. Action: The position announcement is finalized and all recruitment strategies commence.
 4. Assessment: Have specific venues related to College and department diversity needs been identified and has advertising/recruitment been implemented?
 5. Timeline: As early as possible after authorization for hire.

- Step 4. Establishing and Orienting the Search Committee**
 1. Accountable: School Dean
 2. Support: Provost
 3. Action: The School Dean establishes the search committee and oversees the orientation with the help of HR.
 4. Assessment: Has the School Dean established a search committee in accordance to the policy? Has the School Dean formally informed the Provost of the composition of the Committee? Has the search committee met with the School Dean and Human Resources to go over their charge, to confirm their understanding of the search process?
 5. Timeline: As early as possible after the authorization for hire.

- Step 5. Understanding and Defining the Position Announcement and Hiring Criteria [Attachment D]**
 1. Accountable: School Dean
 2. Support: HR and Provost
 3. Action: The position announcement and the hiring criteria are developed and submitted to the Provost.
 4. Assessment: Are the position announcement and hiring criteria clear? Has a hiring criteria grid been completed in accordance with the criteria established in Step 5?
 5. Timeline: As early as possible after the formation of the committee.



Step 6. Processing Candidate Responses

1. Accountable: Chair of the search committee
2. Support: School Dean
3. Action:
 - Set up Sakai site.
 - Collect application materials and keep an electronic log of all contacts [**Attachment E**].
 - Send a brief letter of acknowledgement to each applicant [**Attachment I**].
4. Assessment: Has the chair responded to applicants' responses?
5. Timeline: Mid to late fall.



Step 7. Selecting the Top Candidates

1. Accountable: Chair of the search committee and the School Dean
2. Support: Provost
3. Action: The pool of candidates is reviewed and the top five candidates and then the two to three finalists chosen. The School Dean reviews and approves the top five and the two or three finalists. The finalists have been screened before being invited to campus following the Interview Protocol [**Exhibit 7**]
4. Assessment: Have the responses been processed with an eye toward the hiring criteria, in general, and the identified diversity goals, in particular? Has the School Dean assessed the quality of the identified top five applicants? Do the candidates line up with the approved profile and hiring criteria? In particular, are there diversity candidates? If not, why not?
5. Timeline: Late fall, early January.



Step 8. Preparing for On-Campus Interviews

1. Accountable: Chair of the search committee and School Dean.
2. Support: HR and the Provost as needed
3. Action: Contact candidates to be interviewed. Establish the interview schedule (**Attachment J**).
4. Assessment: Has the search committee adequately planned for the on-campus interviews?
5. Timeline: late fall, early January



Step 9. Conducting On-Campus Interviews

1. Accountable: Chair of the search committee
2. Support: School Dean
3. Action: On-campus interviews are conducted.
4. Assessment: The interview process follows established protocol.
5. Timeline: late fall through February



Step 10. Keeping Candidates Warm

1. Accountable: Chair of the search committee and School Dean.
2. Support: HR and the Provost as needed
3. Action: The chair of the search committee and the School Dean take reasonable and strategic efforts to keep desired candidates warm.
4. Assessment: Efforts to keep candidates warm have been made and documented.
5. Timeline: late fall, early January

**Step 11. Identifying the Final Candidate and Reference Checks**

1. Accountable: Chair of the search committee
2. Support: School Dean
3. Action: The search committee reviews the materials and identifies a final candidate.
4. Assessment: Has the final candidate been identified following established protocol? Have the reference and credential checks been made?
5. Timeline: late fall through February

**Step 12. Final Recommendation and Approval for Hire**

1. Accountable: Committee → School Dean → Provost
2. Support: School Dean
3. Action: The final recommendation is made and approved.
4. Assessment: Was the protocol followed? (10 years later, everyone is happy.)
5. Timeline: late fall through February

**Step 13. Preparing an Offer Letter**

1. Accountable: School Dean
2. Support: Executive Assistant to the Provost
3. Action: School Dean drafts for Provost's approval
4. Assessment: An offer letter has been approved and issued.
5. Timeline: late fall through February

**Step 14. Follow-up Responsibilities**

1. Accountable: School Dean, Provost, HR (as designated in the Toolkit)
2. Support: Office of the Provost
3. Action: All the final steps wrapping up the hire are made.
4. Assessment: Was the follow-up protocol followed?
5. Timeline: February through August