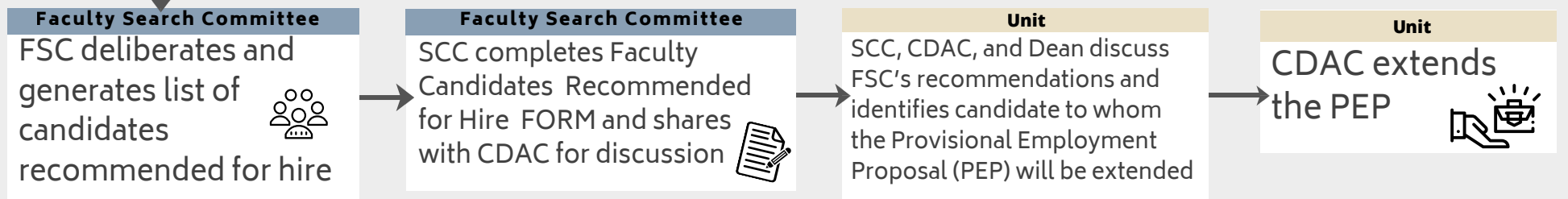
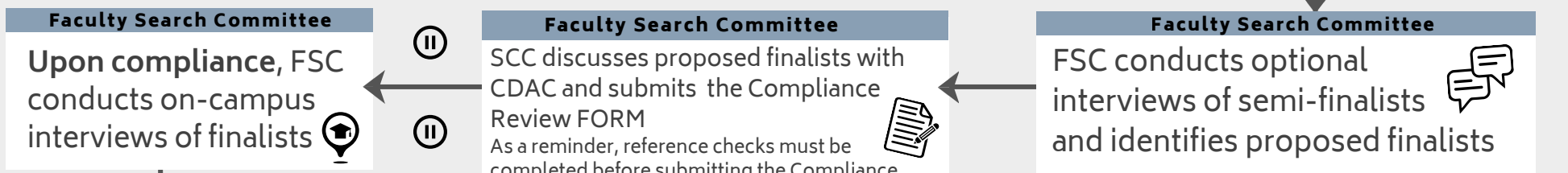
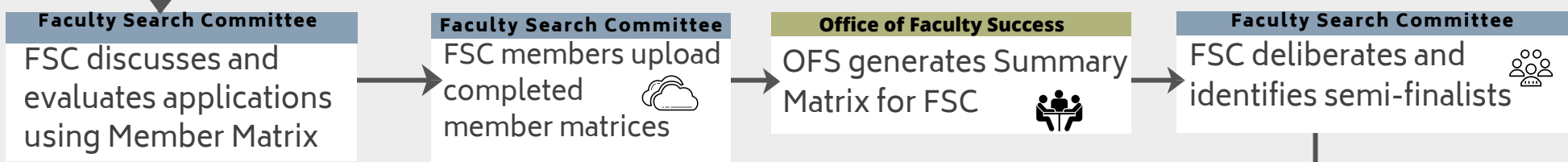
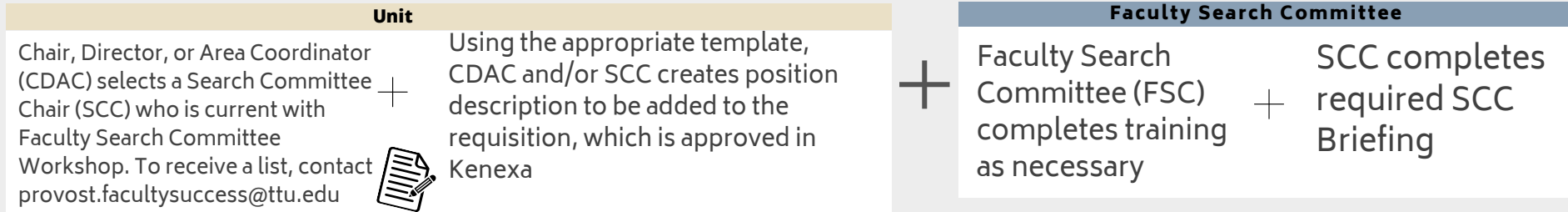


FACULTY HIRING WORKFLOW: THE SEARCH COMMITTEE AND REVIEW OF APPLICATIONS





THE SEARCH COMMITTEE AND REVIEW OF APPLICATIONS

1	<p>UNIT</p> <p>Chair, Director, or Area Coordinator (CDAC) selects a Search Committee Chair (SCC) who is current on Faculty Search Committee Workshop. To receive a list, contact provost.facultysuccess@ttu.edu.</p> <p>Using the appropriate template, CDAC and/or Search Committee Chair (SCC) creates position description to be added to the requisition, which is approved in Kenexa.</p>
1	<p>FACULTY SEARCH COMMITTEE</p> <p>Faculty Search Committee (FSC) completes training as necessary, and SCC completes required SCC Briefing</p>
2	<p>FACULTY SEARCH COMMITTEE</p> <p>FSC advertises the position and generates applicant pool</p>
3	<p>FACULTY SEARCH COMMITTEE</p> <p>SCC completes Faculty Hiring Search Committee Information FORM</p>
4	<p>OFFICE OF FACULTY SUCCESS</p> <p>Office of Faculty Success (OFS) generates Member Matrix for FSC after search closes</p>
5	<p>FACULTY SEARCH COMMITTEE</p> <p>FSC discusses and evaluates applications using Member Matrix</p>
6	<p>FACULTY SEARCH COMMITTEE</p> <p>FSC members upload completed member matrices</p>
7	<p>OFFICE OF FACULTY SUCCESS</p> <p>OFS generates Summary Matrix for FSC</p>
8	<p>FACULTY SEARCH COMMITTEE</p> <p>FSC deliberates and identifies semi-finalists</p>
9	<p>FACULTY SEARCH COMMITTEE</p> <p>FSC conducts optional interviews of semi-finalists and identifies proposed finalists</p>
10	<p>FACULTY SEARCH COMMITTEE</p> <p>SCC discusses proposed finalists with CDAC and submits the Compliance Review FORM As a reminder, reference checks must be completed before submitting the Compliance Review FORM</p>
11	<p>FACULTY SEARCH COMMITTEE</p> <p>Upon compliance, FSC conducts on-campus interviews of finalists</p>
12	<p>FACULTY SEARCH COMMITTEE</p> <p>FSC deliberates and generates list of candidates recommended for hire</p>
13	<p>FACULTY SEARCH COMMITTEE</p> <p>SCC completes Faculty Candidates Recommended for Hire FORM and shares with CDAC for discussion</p>
14	<p>UNIT</p> <p>SCC, Dean, and CDAC discuss FSC's recommendations and identifies candidate to whom the Provisional Employment Proposal (PEP) will be extended</p>
15	<p>UNIT</p> <p>CDAC extends the PEP</p>