

FACULTY HIRING WORKFLOW: THE SEARCH COMMITTEE AND REVIEW OF APPLICATIONS

START

Chair, Director, or Area
Coordinator (CDAC)
completes Faculty Search
Notification FORM

Unit

CDAC and/or Search Committee Chair (SCC) creates position description using appropriate template and shares with Hiring Manager for use in Kenexa

Faculty Search Committee

Faculty Search Committee (FSC) completes training as necessary

SCC completes required SCC Briefing

Office of Faculty Success

Office of Faculty Success
(OFS) generates matrix for
FSC after search closes

Faculty Search Committee

SCC completes Faculty
Hiring Search Committee
Information FORM



Faculty Search Committee

FSC generates applicant pool



Faculty Search Committee

FSC discusses and evaluates applications using matrix

Faculty Search Committee

FSC members upload completed matrices

Office of Faculty Success

OFS generates summary matrix for FSC

Faculty Search Committee

FSC deliberates and identifies semi-finalists



Upon certification, FSC conducts on-campus interviews of finalists

Faculty Search Committee

(II)

SCC completes review and certification by submitting the Certification FORM



Faculty Search Committee

FSC conducts optional phone or virtual interviews of semi-finalists



Faculty Search Committee

FSC deliberates and generates list of candidates

Faculty Search Committee

SCC completes Faculty
Candidates Recommended
for Hire FORM and shares
with CDAC for discussion

Unit

SCC, Dean, and CDAC discuss FSC's recommendations and identifies candidate to whom conditional offer will be extended

Unit

CDAC initiates → conditional offer process