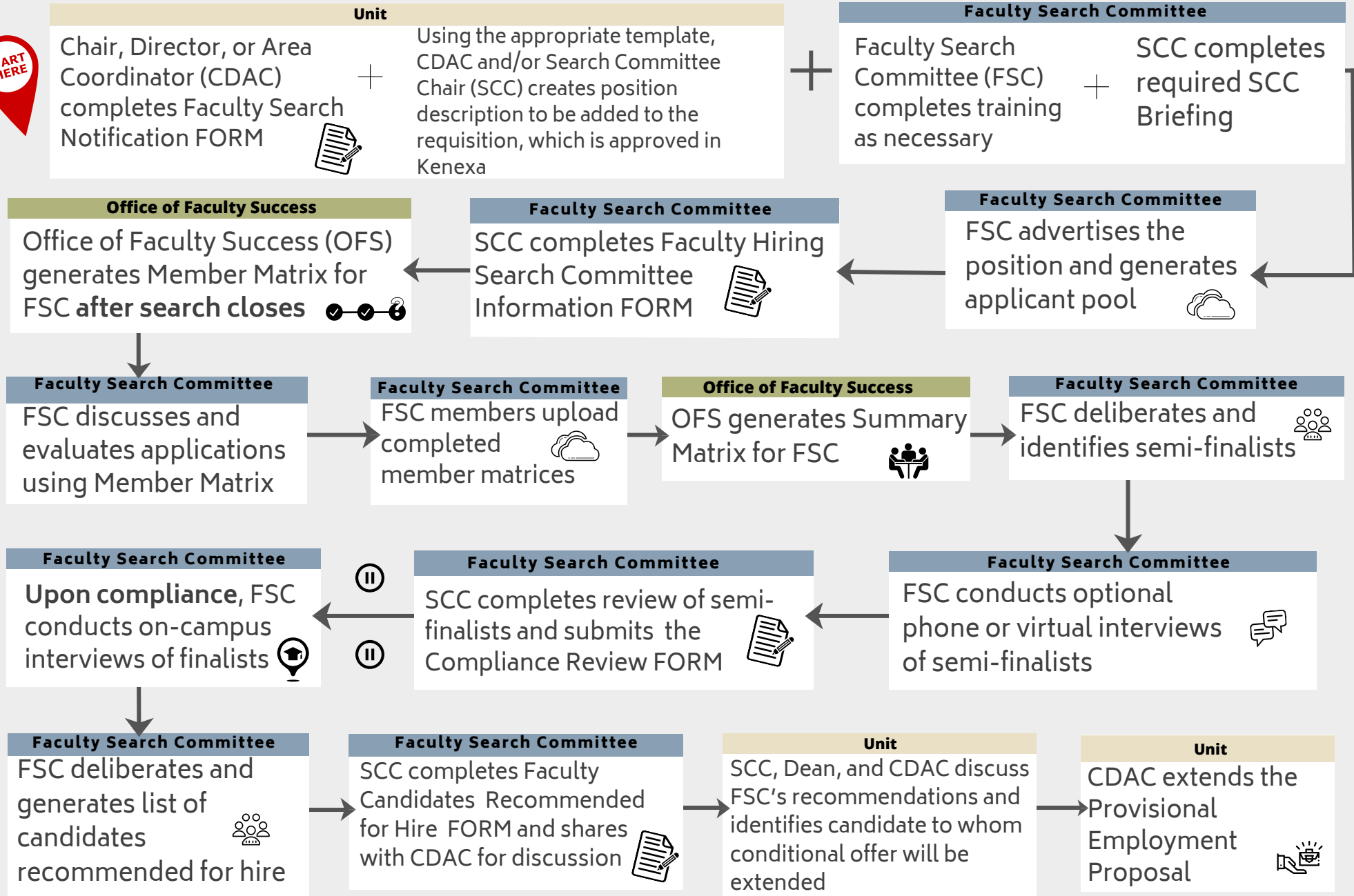


# FACULTY HIRING WORKFLOW: THE SEARCH COMMITTEE AND REVIEW OF APPLICATIONS



# FACULTY HIRING GUIDE

## THE SEARCH COMMITTEE AND REVIEW OF APPLICATIONS

1	<b>UNIT</b> Chair, Director, or Area Coordinator (CDAC) completes Faculty Search Notification FORM and 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
1	<b>FACULTY SEARCH COMMITTEE</b> Faculty Search Committee (FSC) completes training as necessary, and SCC completes required SCC Briefing
2	<b>OFFICE OF FACULTY SUCCESS</b> Office of Faculty Success (OFS) generates Member Matrix for FSC after search closes
3	<b>FACULTY SEARCH COMMITTEE</b> SCC completes Faculty Hiring Search Committee Information FORM
4	<b>FACULTY SEARCH COMMITTEE</b> FSC advertises the position and generates applicant pool
5	<b>FACULTY SEARCH COMMITTEE</b> FSC discusses and evaluates applications using Member Matrix
6	<b>FACULTY SEARCH COMMITTEE</b> FSC members upload completed member matrices
7	<b>OFFICE OF FACULTY SUCCESS</b> OFS generates Summary Matrix for FSC
8	<b>FACULTY SEARCH COMMITTEE</b> FSC deliberates and identifies semi-finalists
9	<b>FACULTY SEARCH COMMITTEE</b> FSC conducts optional phone or virtual interviews of semi-finalists
10	<b>FACULTY SEARCH COMMITTEE</b> SCC completes review of semi-finalists and submits the Compliance Review FORM
11	<b>FACULTY SEARCH COMMITTEE</b> <b>Upon compliance,</b> FSC conducts on-campus interviews of finalists
12	<b>FACULTY SEARCH COMMITTEE</b> FSC deliberates and generates list of candidates recommended for hire
13	<b>FACULTY SEARCH COMMITTEE</b> SCC completes Faculty Candidates Recommended for Hire FORM and shares with CDAC for discussion
14	<b>UNIT</b> SCC, Dean, and CDAC discuss FSC's recommendations and identifies candidate to whom conditional offer will be extended
15	<b>UNIT</b> CDAC extends Provisional Employment Proposal