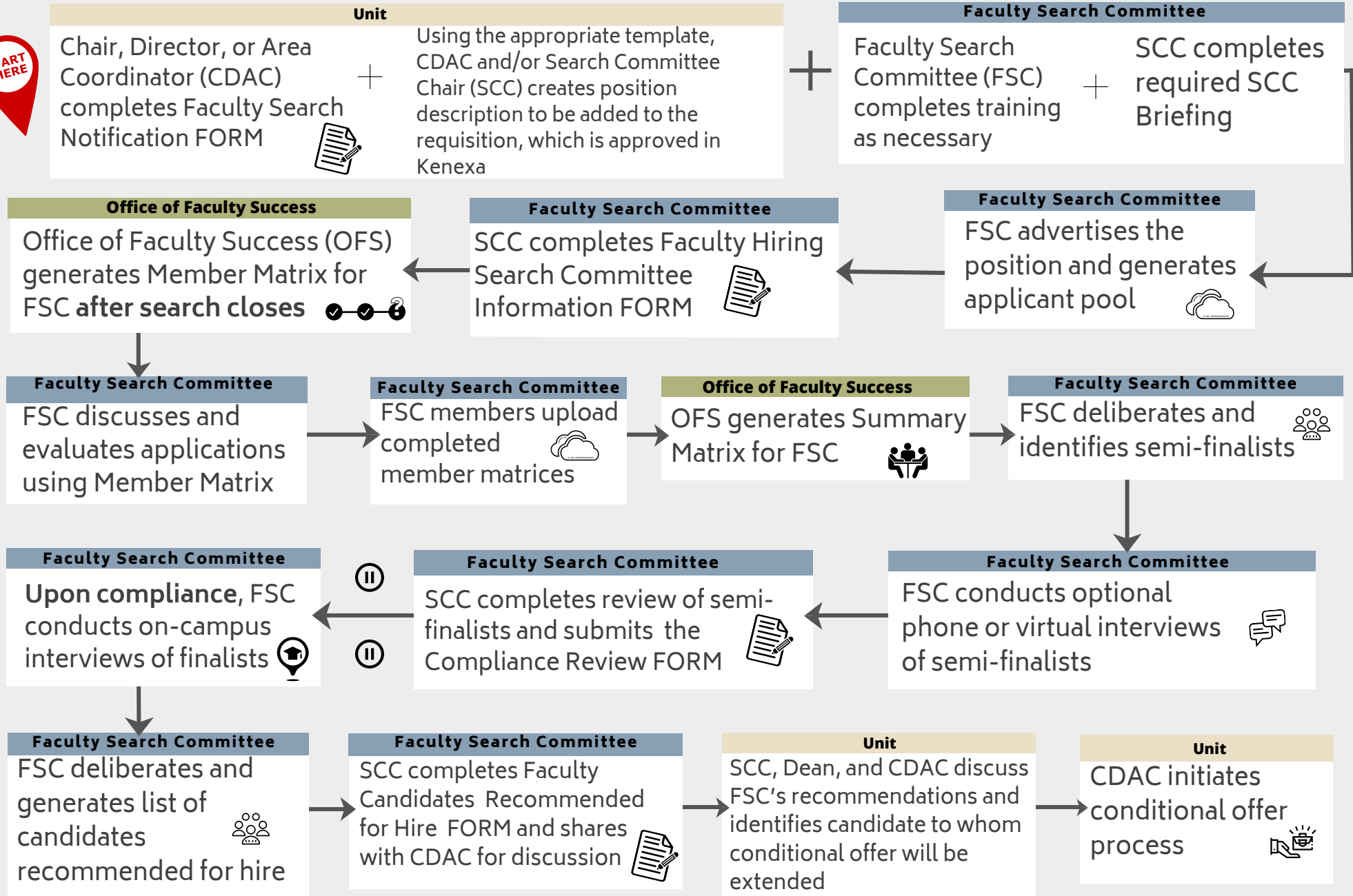


FACULTY HIRING WORKFLOW: THE SEARCH COMMITTEE AND REVIEW OF APPLICATIONS



FACULTY HIRING GUIDE

THE SEARCH COMMITTEE AND REVIEW OF APPLICATIONS

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