

Checklist for Recruitment and Appointment Procedures for Tenure Line Faculty¹

College: _____ Department: _____

Position: _____

Search Committee Chair Contact Information: _____

	<u>Policy 1311</u>	<u>Description</u>	<u>Appendix</u>	<u>Date</u>
		<i>Establishing the Position</i>		
<input type="checkbox"/>	II. A.	Memo requesting opening of recruitment <ul style="list-style-type: none"> • Sent from Department Chair to Dean • Copies to Provost and AVP for Faculty Affairs and the Office of Equity, Inclusion and Compliance (OEIC) 		
<input type="checkbox"/>	II.B.	Authorization to search form signed by Provost <ul style="list-style-type: none"> • Copies to AVP Faculty Affairs and OEIC 	A	
<input type="checkbox"/>	II. B.	Memo from Dean to Department approving/disapproving search <ul style="list-style-type: none"> • Copies to Provost and OEIC 		
		<i>Preparation for the Search</i>		
<input type="checkbox"/>	III. A.	Search committee Election and Election of Chair		
<input type="checkbox"/>	III. B.2.	Memo identifying members and chair of search committee as well as the Equity Liaison is sent to Dean, AVP for FA, and the OEIC		
<input type="checkbox"/>	III.B.3.	The Dean approves the composition of the search committee		
<input type="checkbox"/>	III.B.4.	Search committee invites OEIC to search committee meeting		
<input type="checkbox"/>	III.B.5.	Search committee establishes Applicant Tracking System		
<input type="checkbox"/>	III.B.6.	Search committee develops materials for Recruitment Package		
<input type="checkbox"/>	III.B.7.	A majority of the search committee approves the Recruitment Package		
		<i>Recruitment Package and Strengthening the Applicant Pool</i>		
<input type="checkbox"/>	IV.B.	Search committee forwards Recruitment Package (as defined in §IV.A.1-7) to the Dean <ul style="list-style-type: none"> • Copies are sent to OEIC and AVP for Faculty Affairs 	B	
<input type="checkbox"/>	IV.C.	Dean and OEIC send separate memos to Department Chair indicating approval or disapproval of the recruitment package <ul style="list-style-type: none"> • Copies are sent AVP for Faculty Affairs 		
		<i>Search Process</i>		
<input type="checkbox"/>	V.A.	Position is announced, using the approved recruitment package		
<input type="checkbox"/>	V.B.-C.	Procedures for ensuring proper record-keeping of applications are followed		
<input type="checkbox"/>	V.C.5.	Two weeks prior to the closing date for the recruitment, all applicant files must be reviewed for completeness. <ul style="list-style-type: none"> • Applicants with incomplete files shall be notified by telephone/mail/email and reminded of the deadline • List of applicants with contact information is sent to the OEIC 		
<input type="checkbox"/>	V.D.	At the close of the response period, but before the search committee begins its initial screening, the search committee chair sends the ATS to the OEIC <ul style="list-style-type: none"> • A copy of sent to the Dean 		

¹ Please note that this document is intended to provide search committees with a road map to comply with Policy 1311 (formerly Appendix 38). This is not inclusive of all the policy requirements and it is incumbent on the search committee members to familiarize themselves with the specific requirements.

<input type="checkbox"/>	V.E.	Within five working days, OEIC, in consultation with the Dean, will approve/disapprove the applicant pool		
<input type="checkbox"/>	V.F.	After receiving approval of the pool, the search committee sorts the applicant pool into three groups: <ul style="list-style-type: none"> • Applicants with completed files that meet minimum qualifications <ul style="list-style-type: none"> ○ These applicants are evaluated • Applicants whose files are incomplete <ul style="list-style-type: none"> ○ Open deadline – applicants who have not been notified that the application is incomplete will be notified ○ Not an open deadline – applicants will be sent notification that they will not receive further consideration • Applicants whose files are complete, but do not meet minimum qualification <ul style="list-style-type: none"> ○ These applicants are sent notification letters indicating that they will not receive further consideration 		
<input type="checkbox"/>	V.G.	If the protocol requires telephone interviews, they shall be conducted by at least two committee members. A summary of the conversation, date and time of phone call, along with name of candidate, shall be recorded.	C	
<input type="checkbox"/>	V.H.	The finalists are selected according to protocol and the list of finalists (and alternates) is sent to the Dean and OEIC <ul style="list-style-type: none"> • The Dean and OEIC approve or disapprove the finalist pool, in writing, in 5 working days • Fill out Supplemental Form (found on Faculty Affairs website) 		
<input type="checkbox"/>	V.I.	Before or after the on-campus visit <ul style="list-style-type: none"> • Degrees are verified • References are checked • On-campus visits are scheduled and interview conducted per protocol 		
<input type="checkbox"/>	V.K.	The search committee votes to select the candidate(s) and any alternate(s) it wishes to recommend to the department for the position.		
<input type="checkbox"/>	V.L.	Search committee chair completes Affirmative Action Compliance Report (AACR) and forwards it to Department Chair with appropriate recommendation memo	D	
<input type="checkbox"/>	V.M.	Within two working days, the Department Chair forward AACR to Dean and the College Diversity Committee, if constituted, with appropriate recommendation memo. <ul style="list-style-type: none"> • A copy of the AACR and the Department Chair’s memo are also sent to the search committee chair 		
<input type="checkbox"/>		Appointment Process		
<input type="checkbox"/>	VI.A.	Dean meets with Department Chair to review documents and recommendations		
<input type="checkbox"/>	VI.B.	Dean’s/Director’s written recommendation and all documents are forwarded to the OEIC for review. <ul style="list-style-type: none"> • See checklist for requirements for Tenure-Line Appointment Package 	E	
<input type="checkbox"/>	VI.C.	OEIC completes the review and sends it to the AVP for Faculty Affairs. The AACR may: <ul style="list-style-type: none"> • Be determined to be in compliance • Be found in substantial compliance, or • Fail to meet the minimum standards for compliance 		
<input type="checkbox"/>	VI.C	The AVP for Faculty Affairs makes a recommendation to the Provost		
<input type="checkbox"/>	VI.D.	The Provost, on behalf of the President, extends a formal written offer.		
<input type="checkbox"/>	VI.E.	If the recommended, candidate accepts and clears the Background Check, the search committee informs the other finalists that the position has been filled and the search is closed.		

