

Faculty Search Procedure Checklist
Approved by Dean's Council – October 7, 2013

SC Chair Initial	Date	
_____	_____	DH obtains permission from Dean to begin search.
_____	_____	DH forms a Search Committee.
_____	_____	Committee Chair arranges for Search Committee to meet with Executive Associate Dean to discuss recruitment procedures and the pursuit of excellence and diversity.
_____	_____	Search Committee writes a position announcement and develops a recruitment plan; both are submitted through the DH to the ExAD for approval.
_____	_____	Submit composition of Search Committee through DH to the ExAD for approval.
_____	_____	Position announcement is uploaded in the DOF hiring portal
_____	_____	Committee Chair sends the approved position announcement to appropriate advertising outlets. <u>Tear sheets from the actual ads placed, as well as tracking of all means of advertisements or notifications, i.e., names of listserves, contacts at professional meetings, newsletters, etc. must be kept in files as documentation required in Approval of Offer packet.</u>
_____	_____	SC members make personal contacts to seek highly qualified applicants.
_____	_____	As applications are received, Committee Chair or DH sends each applicant a copy of the self-identification form and enters each applicant into the Dean of Faculties applicant log for reporting purposes.
_____	_____	Committee Chair informs DH who informs the Dean about the characteristics of the pool. If the DH and Dean approve, the Search Committee can begin the process of narrowing the set of candidates.
_____	_____	Search Committee makes recommendation to DH regarding candidates to be invited for interviews and DH seeks Dean's approval of candidates.
_____	_____	Search Committee develops itinerary for each visiting candidate.
_____	_____	After visit(s), Search Committee polls faculty regarding candidate(s) and meets to review responses received and render its recommendation to DH.
_____	_____	DH meets with ExAD regarding possible offer. If offer includes recommendation for tenure, Department T&P Review Committee must meet to review the completed dossier and vote. External letters must be sought for the T&P reviews. DH then forwards candidate's file and Department T&P Review Committee recommendation to ExAD for review and approval by the CEHD T&P Committee and the Dean.
_____	_____	If an offer is to be made, the department submits an Approval of Offer packet to the Dean's office for approval. Approval of offer must include "Verification of Degree" form signed by the offeree.
_____	_____	If no offer is made or the offer is not accepted, the DH, in consultation with the Search Committee and ExAD, decides whether to invite another candidate, to continue, reopen, or close the search.
_____	_____	At the conclusion of the search, the Committee Chair or DH forwards applicant spreadsheet to the Dean of Faculties as specified in Affirmative Action Plan Reporting and Approval of Offer Packets.

This procedure is described in greater detail in "Procedures for Faculty Recruitment in the College of Education: Department Head, Search Committee, and Committee Chair Responsibilities" (Revised October, 2013)