

## CHECKLIST FOR FACULTY RECRUITMENT

Name of Search: \_\_\_\_\_ AY: \_\_\_\_\_ Job Number JP# \_\_\_\_\_

Name of Unit Chair: \_\_\_\_\_ Name of Search Chair: \_\_\_\_\_

Committee Members: \_\_\_\_\_

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**\*\*Reference materials included in the Appendix**

### BEFORE THE SEARCH: INITIATING SEARCH PROCESS

- Dean Receives FTE from Provost/EVC for designated position
- Dean/Academic Personnel Chair appoints Search chair and committee
- Search Chair will complete & return the following forms to the AP Staff:
  - Job posting request form (UCM AP 101) & hiring plan\*\*A1
- AP Staff will review AP 101 and hiring plan
- Faculty and Staff named approvers for the recruitment search will need to approve the search plan electronically through AP Recruit\*\*A2
- AP Staff will post job on AP Recruit site once all electronic approvals have been obtained
- AP Staff will obtain estimates and post external ads

### DURING THE SEARCH: ANALYZING THE POOL AND TRACKING APPLICANT DATA

- Review the applicants' files\*\*A3
  - It's encouraged to use "Comments and Flags" to help track applicants\*\*A4

### PRIOR TO SEARCH CLOSE: DISPOSITION CANDIDATE'S BASIC QUALIFICATIONS AND DETERMINE DIVERSITY

- Disposition all candidate's basic qualifications to "meets", "does not meet", or "unknown"\*\*A5
- Inform AP Staff once all candidate's basic qualifications have been dispositioned
  - This step must be completed in order to run an accurate diversity report
- 1 week before search closes, AP Staff will run a diversity report for the Dean to establish whether diversity goals have been met
  - If need arises, a search may be extended

### SHORT LIST APPROVAL: EVALUATION AND SELECTION

- Search committee will need to update the status for all candidates that fall in one of the following categories: "Serious Consideration" or "Recommend for Interview" \*\*A6
- Search committee will to assign disposition reasons to all qualified and unqualified candidates\*\*A7 & A8
- Email AP Staff noting your top 3 choices as well as an alternate if you choose
  - An additional candidate may be granted to meet diversity goals
  - A Presidential Posdoc may also be granted
    - Additional candidate/s **must** be approved by the Dean
- The Dean will need to approve your short list before any interviews are offered
  - Please allow 3 business days when requesting the interview list approval

## CHECKLIST FOR FACULTY RECRUITMENT

### INTERVIEW OFFERS AND CAMPUS VISITS

- Once the short list has been approved, the search chair will make initial contact to each candidate to offer an interview
- Once interviews are accepted, the AP Staff will schedule an interview date
- AP Staff will work with committee to coordinate candidate visits\*\*A9

### SELECTING THE FINAL CANDIDATE

- Once interviews are complete search committee should:
  - Discuss and select final candidate/s
  - Complete and return Candidate Evaluation Matrix\*\*A10
  - Discuss final selection with Dean prior to moving forward with the appointment process

### NEXT STEPS- FINAL CANDIDATE

- Once final selection is approved the committee may work on appointment case
- Search committee is responsible for turning in the following for the selected candidate
  - Case Analysis for presentation to faculty\*\*A11
  - List of Reviewers\*\*A12
  - Teaching Evaluations
    - Teaching evaluations should be requested from the final candidate and discussed in the case analysis. If teaching evaluations are not available, the case analysis should state that teaching evaluations were requested but not available
  - Publications- Top 5 publications
- Once case materials are complete, Search Chair presents case at faculty meeting
- Eligible faculty vote on appointment case
- AP Chair writes summary of faculty discussion and record of the vote (Transmittal Letter)
- Case if forwarded to the Dean to write his recommendation
- AP Staff compiles appointment review file and sends it to the Academic Personnel Office
- Appointment case is present to CAP

### NEGOTIATION PROCESS

- If the appointment case is approved by CAP, then the Dean starts negotiations with candidates
- Negotiations with Dean have been completed
  - If candidate verbally accepts, case moves forward
  - If candidate does not verbally accept, then the search committee reviews alternate candidates

### CLOSING THE SEARCH

- The school analyst and the search committee chair ensure that all applicants have been dispositioned in AP Recruit.
- School analyst ensures that all original search documentation is uploaded to AP Recruit for Closed, Successful or Failed searches.

**APPENDIX**

- A1** - Search Plan (AP 101) form
- A2** - AP Recruit: The Approver's Quick Start Guide
- A3** - AP Recruit: Quick Guide for Committees
- A4** - Dispositioning Applicants using Flags in AP Recruit
- A5** - AP Recruit: Making Applicants as Meets/Does Not Meet Basic Qualifications
- A6** - AP Recruit: Update a status
- A7** - AP Recruit: Assigning Disposition reasons
- A8** - Disposition Reasons
- A9** - Recruitment Consultation Form
- A10** - Candidate Evaluation Matrix
- A11** - Sample: Appointment Case Analysis
- A12** - Blank List of Reviewer Keys (School suggested letters are only applicable for cases at the Asst. Step IV and above)