TENURE-TRACK SEARCH PROCESS

2017-2018

DOCUMENT SUBMISSION CHECKLIST

Stage One: Elect the Search Committee

☐ Names of Search Committee Members¹ to the Provost’s Office via College Dean

Stage Two:

☐ Attend the Required Tenure-Track Search Committee Orientation - Hosted by the Office of Academic Affairs (OAA)
☐ Diversity Advocates for each Search – schedule a meeting with the DELO (Diversity & Equity Liaison Officer) and UDO (University Diversity Officer).

Stage Three: Develop the Position Announcement

☐ Proposed Position Announcement using current template to Provost’s Office (in Interfolio), via Department Chair via College Dean

Stage Four: Prepare Faculty Recruitment Plan (FRP) and upload in Interfolio. Meet with DELO and UDO

☐ Faculty Recruitment Plan to Provost’s Office, via Department Chair via College Dean

Stage Five: Acknowledge and Screen Applications

☐ Screen applications in Interfolio, scoring directly in Interfolio or attach required information in Interfolio, under “Internal Notes.”

Stage Six: Prior to Conducting Telephone Interviews:

☐ Designate applicants selected for Telephone Interviews via Applicant Status in Interfolio
☐ Proposed interview questions with Rating Protocol (if not included in FRP) – loaded into Interfolio or attached in “Internal Notes”
☐ Consider the composition of the pool of applicants (DELO and UDO)
☐ Applicant Screening Summary Ratings

¹ CBA 12.22.a. "Each department or equivalent unit shall elect a peer review committee of tenured employees for the purpose of reviewing and recommending individuals for probationary appointments. At the discretion of the President and upon request of the department these peer review committees may also include probationary employees."
Stage Seven: Prior to Conducting Reference Checks

- Approved Reference Check Protocol

Stage Eight: To Obtain Approval for On-Campus Interviews

- Designate applicants selected for On-Campus via Applicant Status in Interfolio
- Proposed on-site interview questions with Rating Protocol, loaded into Interfolio
- Proposed on-site interview schedule, loaded into Interfolio
- Travel costs for the proposed interviewees, loaded into Interfolio
- Telephone Interview Summary of Ratings, loaded into Interfolio
- Summary of Reference Checks, loaded into Interfolio

Stage Nine: To Obtain Approval to Make Informal Offer

- Recommendation memo(s) (Search Committee Chair, Department Chair, Dean)
- Faculty Appointment Recommendation Form (FARF)
- Final candidates’ Vitae, cover letter, letters of recommendation
- Preliminary Faculty Development Plan