

OVERVIEW OF Faculty Recruitment Process

The list below is intended as an at-a-glance for next steps. However, the Step-by-Step Guide for PageUp provides detailed directions in using the hiring system to complete these required steps for a faculty search/hire.

POST	Permission to post position must be obtained via Provost/APS
	Submitter and/or Department Chair determines details needed for position posting draft – DO NOT add posting directly into PageUp.
	Submit posting details on “Academic Resources Faculty Posting Request” dynamic form (Page 8)
	Academic Affairs reviews, edits, and posts requisition after achieving Department Chair and Dean approval of posting copy
	- Posting Periods Required: 30 days for tenure-track positions; Two (2) weeks for all other full-time temporary faculty
COMMITTEE REVIEW	Review Date Passed
	- Search committee is notified applicants are released for review
	- Individual committee members conduct reviews of successfully applied online applications using Selection Criteria form (Pages 9-14)
	- Committee convenes to discuss/determine pool to be submitted for consideration/approval by IE&C
	Search Committee Chair enters collective Selection Criteria in the system for ONLY applicants being recommended in the pool (Pages 15-19)
- Committee Chair provides Department Chair with list of names being recommended in the pool	
POOL APPROVAL & IDENTIFYING FINALIST	Department Chair moves applicants being recommended in workflow to “Applicant Being Considered for Interview” (Pages 20-28)
	- Department Chair confirms Selection Criteria has been entered for applicants recommended in the pool
	Department Chair moves applicant pool in system for Dean review (Pages 29-30)
	Dean reviews/considers pool and moves forward for Equity and Compliance (IE&C) consideration (Pages 31-37)
	IE&C reviews pool and considers approvals and possible pool additions/deletions
	Department is alerted once pool is returned after IE&C review
	- Department reviews candidate pool for changes/approvals of the pool, begins scheduling/conducting interviews; checks references. Automatic solicitation of recommendation letters occurs within the hiring system as soon as an applicant is approved for the pool by IE&C. Ability to retrieve Letters of Recommendation once received via the system. (Pages 38-39)
	- Once approved short-listed finalists are identified, Department Chair must move each to “Finalist Interview Scheduled” which prompts automatic email via hiring system to candidates requesting official transcripts (Pages 40-44)
	- Department Chair sends salary recommendation form (hard copy) with curriculum vitae to Academic Affairs for finalists being considered
	- Committee is charged NOT TO RANK finalists; Department Chair and Dean determine/select finalist to be recommended for hire
	- Department Chair or Committee Chair confirm reference checks are completed. This is NOT the same as recommendations.
	- Department Chair communicates with finalist regarding negotiated terms for the recommendation contingent upon University approval & follows up with email regarding terms
	- Verbal recommendation accepted. (If finalist declines recommendation, please notify Academic Affairs.)
RECOMMENDING YOUR FINALIST	Department Chair moves finalist in hiring system to status “ Recommend for Hire – Enter Details ”. IMPORTANT - Please be cautious in selecting the correct workflow. (Pages 45-52)
	Department Chair may then generate electronic “Offer Card” in hiring system for recommended finalist
	- All negotiated terms, reference check date, and person checking reference must be entered in the PageUp system
	- Department Chair forwards “Offer Card” through the online hiring system for Dean review/approval
	- Hiring department prepares and sends hiring packet for all approvals needed to Dean who submits paperwork to Academic Affairs
	Dean reviews and moves electronic “Offer Card” through the system to Academic Affairs (Pages 53-54)
	- Background report request is initiated by Academic Affairs. (Candidate responds directly to TrueScreen with information)
	Academic Affairs moves “Offer Card” to IE&C. This can only occur after background report has been received from TrueScreen.
	IE&C returns offer review response to Academic Affairs allowing formal contract to be initiated (or forwards for further approval when needed)
	Academic Affairs initiates electronic offer to recommended finalist after Provost review/approval
	- Once offer is accepted by finalist and their response is received, Academic Affairs closes posting
	Automatic email sent to candidates not chosen for hire