# Faculty and Academic Administrator Recruitment Process Flowchart

Established 1/2008

**Position Vacancy Occurs or New Line Granted**

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**Dean submits Form VPAA-130 to Provost to request recruitment authorization**

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**Provost Approves?**

— No → **Position de-activated and the budgeted salary tentatively remains with college/school**

— Yes → **Assigns Requisition Number to Form VPAA-130**

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**Provides Blank Templates for Recruitment Plan, Applicant Matrix, Candidate Interviewed Matrix, and Offer Letter**

→ **Returned to Dean**

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**Internal Department & College Processes**

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**Dean Submits Recruitment Plan to Office of Equity & Diversity (E&D)**

**Recruitment Plan Will Include:**

* essential functions of job
* list of search committee members & chair
* expected recruitment venues (make sure sufficient to meet standards for labor certification in case foreign national hired)
* advertisements (all versions to be posted)

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**E&D Approves?**

— No → **Consults with Provost/E&D, Dean, Chair &/or Search Cmte Chair**

*reviewing plan for equity and access*

— Yes ↓

**E&D Submits Recruitment Plan to Office of the Provost**

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**Provost Approves?**

— No → (back to Consults with Provost/E&D, Dean, Chair &/or Search Cmte Chair)

*ensuring plan consistent with request*

— Yes ↓

**Recruitment occurs & Applicants are assessed against position requirements**

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**Committee completes Applicant Matrix identifying selected interviewees and submits to 1) Chair and 2) Dean**

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( A )          ( B )

# Faculty and Academic Administrator Recruitment Process Flowchart

( A )

**Internal Department & College Processes**

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**Dean submits Applicant Matrix identifying selected interviewees with supporting files to E&D**

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◇ **E&D reviews assessment standards for consistency with the posted requirements _and_ for its consistency in the treatment of all appicants**

— No → **Consults with Provost/E&D, Dean, Chair &/or Search Cmte Chair** → ( B )

↓ Yes

**Conduct ALL interviews at all levels**

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**Committee completes Candidates Interviewed Matrix with hiring recommendation(s) and submits 1) Chair and 2) Dean**

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**Internal Department & College Processes**

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**Dean submits Candidates Interviewed Matrix with hiring recommendation(s) to 1) E&D and 2) Provost**

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◇ **E & D Approves?**

— No → **Consults with Provost/E&D, Dean, Chair &/or Search Cmte Chair**

⋯ *ensuring hiring recommendation(s) included applicants in the approved interview list*

↓ Yes

◇ **Provost Approves?**

— No → (back to Consults with Provost/E&D, Dean, Chair &/or Search Cmte Chair)

⋯ *opportunity to address any concerns before negotiations*

↓ Yes

**Negotiate with Candidate and Draft Offer letter using approved template & submit to Provost Office for approval & mailing**