New Faculty Hiring Process
A Step-By-Step Guide

Step 1: The **department** obtains preliminary approval for the position from the **Dean** and **Provost**.

Step 2: **Human Resources** (HR) provides the **Provost** a list of salaries and time in rank for faculty in the academic unit with the same rank.

Step 3: The **Provost** and the **Dean** of the college set a salary range for the anticipated new hire.

Step 4: The **Budget Office** approves the salary line for the position and informs **HR**.

Step 5: The **department** initiates a formal position request to be submitted to **OAA, the Budget Office**, and **HR**.

Step 6: The **search committee** is formed following the process outlined in the Collective Bargaining Agreement (CBA).

- All tenured, TT and NTT faculty are eligible to serve on a search committee and to vote on recommendations and ranking. The search committee must have at least 3 members and be at least 60% elected bargaining unit faculty.

- The names of the proposed search committee are provided to the **Dean** for review, approval and any additions. The **Dean** forwards the names to the **Provost**.

- Once the **Provost** reviews and approves the names, the **Provost** forwards the names to **EEO/AA**.

- **EEO/AA** reviews the names and provides approval of the search committee to the **Provost, Dean** and unit **Chair**.

Step 7: Once the search committee is approved, all members of the **search committee** must complete the Search Committee Training located in Brightspace. Follow the instructions in the Welcome to Brightspace banner to select a course. Search for ‘Human Resources: Search Committee Training.’ If the course is not found, direct search committee members to click on ‘My Help,’ scroll down and select ‘Self-Registration.’ Among the links that appear should be a link to the HR Search Committee Training.
Step 8: The search committee develops a search plan which must be approved by the faculty in the unit. The search plan must address hiring criteria and include the ‘ad copy’ detailing the text of the proposed job ad (which must include: rank, disciplinary areas, degrees required, teaching & research expectations, materials to send, start date for the review process, EEO statement and department or university URL) and the advertising locations. The start date of the review process cannot be less than 30 days after posting.

Step 9: Provide the search plan and ad copy to the Dean for review and approval. If the Dean approves the search plan and ad copy, the Dean will forward to the Provost for review and approval. Once approved, the Provost will forward the search plan to EEO/AA for review and approval. EEO/AA will communicate final approval to the Provost, Dean and unit Chair.

Step 10: After the search plan is approved, the search committee provides the search plan to the Hiring Process Manager (HPM), who enters the job information into PeopleSoft. The information is automatically routed to the appropriate reviewers for approval. Once the search plan is approved, it cannot be changed.

Step 11: The job is posted. The search committee can begin reviewing and discussing candidate submissions after the review date identified in the posting. Individual committee members can review files as they come in to prepare for the committee discussion; however, committee members cannot discuss these submissions amongst themselves until the stated period has elapsed. Individuals who do not meet the minimum criteria should be screened out. Remember, this process is confidential.

Step 12: The search committee creates a short list of candidates for an initial interview using the criteria established in the search plan. This list, along with the rationale for selection and proposed questions are to be approved by the unit Chair, the Dean, the Provost and EEO/AA. No interviews can be scheduled or held until fully approved by these offices.

Step 13: The search committee conducts the initial interviews and selects a short list for on-campus interviews. The request for on-campus interviews must follow the same process and receive the same approvals as the initial interviews.

Step 14: Once the search committee completes the on-campus interviews, the search committee should notify the Provost that the interviews were completed. The Provost will then contact the final candidates to introduce himself and answer any questions regarding the University.

Step 15: After interviews, the search committee presents their recommendations to the unit’s bargaining unit faculty in a meeting. Minority views are okay. Deliberate on the recommendations. A vote is held by secret ballot on whether to recommend or not recommend the candidates. The vote only requires a simple majority of those present. The candidates are ranked.
**Step 16:** The *search committee* provides a summary letter to the *unit Chair* with the recommendation for or against each candidate. The letter shall contain (i) a tally of the vote and ranking by the academic bargaining unit faculty and (ii) a statement for each candidate that provides a rationale for the recommendation or non-recommendation of that candidate, which may include, for example, lists of perceived strengths and weaknesses of the candidates.

*Note:* If hiring at an advanced rank, an additional vote is required, and a description must be provided of how the candidate meets the rank and/or tenure requirements for that position.

**Step 17:** The *unit Chair* reviews and comments on the recommendations and provides that information to the *Dean*. The *Dean* reviews and provides comments to the *Provost* who approves the final hiring decision.