Academic Affairs Search and Hire Process

```
Approval given by
Provost & Dean to
start search
        │
        ▼
Dept. establishes
Search
Committee &
selects Chair/Liaison
        │
        ▼
Prepare Request to Fill
and long ad. Short ad is
prepared for print ads
(if needed).
        │
        ▼
Search Committee
meets with
Dean OR Designee,
HR, and Affirmative
Action Officer (AAO)
        │
        ▼
Advertise
Position
        │
        ▼
Screen
Candidates   ─ ─ ─ ┐
                   │
Search Committee    │
recommends          ◄┘
short list to
Dept. Chair,
Dean and
AAO
        │
        ▼
Dean and AAO approve
short list and telephone
and/or on-campus
interviews occur. If phone
interviews are conducted,
Dean and AAO also
approve on-campus
interview pool. Candidates
bring official transcripts if
available. Reference
checks are conducted prior
to on-campus interviews
or at a minimum, they
must be completed before
an offer is made.
        │
        ▼
Search Committee
prepares list of
strengths and
weaknesses of each
finalist and submits
unranked list to
Dean for
consideration w/
copy to Dept. Chair
and AAO
        │
        ▼
Dean and Provost
agree on
recommendation
& salary.
        │
        ▼
Dean makes offer,
requests official
transcripts if not
already received,
prepares necessary
paperwork then
forwards to Provost.
        │
        ▼
Appointment by
President
        │
        ▼
New Faculty
Orientation
        │
        ▼
Dean explains
expectations to meet
appointment
renewals/tenure and
goals, mission, vision
of the College
```

9/13/13