FACULTY & LIBRARIAN RECRUITMENT TIMELINE

Late Fall	Create Position Request	Dean gathers input from Departments.	Dean submits complete rational to Provost office.		
Early Spring	Review of Position Requests	Provost reviews all position requests.	Provost meets with each Dean to discuss faculty needs.	Provost discusses faculty (and staff) requests with Deans to prioritize needs.	Provost office prepares a preliminary list of positions to move forward.
Mid Spring	Position Approvals	Provost consults with the Treasurer and the President for final approval.	Approved positions communicated to the Deans.	Requisition opened in applicant tracking system by Academic Affairs.	
Mid-Late Summer Late	Convening Search Committee	Dean consults with Department Chair and VP of Inclusive Excellence to form search committee.	Dean consults with faculty and appoints search committee Chair.	Dean and VP of Inclusive Excellence formally charge the search committee.	Search committee members attend Diversity Bias Training (LinkedIn Learning) and complete HR Commitment Form.
Summer/Early Fall	Placement of Job Ads	Dean submits Job Ad to the Provost and VP of Inclusive Excellence for review.	Approved Job Ad submitted to HR.	Search committee identifies specific recruitment strategies.	
Mid-Late Fall/ Early Spring	Screening Applicants	Committee develops candidate evaluation rubric.	Preliminary list of semifinalists approved by the Dean and submitted to Provost and VP of Inclusive Excellence .	Committee completes phone/video interviews.	Telephone Reference Checks completed for semifinalists the committee wishes to advance.
Early-Late	Interviewing Finalists	Committee submits top three finalists for Dean approval, then to Provost and VP of Inclusive Excellence for approval.	On-campus interview process completed.	Committee presents its analysis to the Dean.	Dean submits analysis with final candidate recommendation to the Provost and VP of Inclusive Excellence for approval.
Spring	Extending an Offer	Dean and Provost discuss offer details (salary, start-up, moving expenses).	Dean extends verbal offer to the first-choice candidate.	reach a verbal applic	extends final en offer via ant tracking ystem.

FACULTY & LIBRARIAN RECRUITMENT FORMS - APPROVALS

FORM	TENURE-TRACK	CLINICAL/ LECTURER	VISITING/ TEMPORARY	DIRECT HIRE – VISITING & CLINICAL/ LECTURER
Commitment Form for Search Committee Members	Committee Member	Committee Member	Committee Member	N/A
Job Ad/Description	Dean, Provost, & VP Inclusive Excellence	Dean, Provost, & VP Inclusive Excellence	Dean & Provost	Dean
Review of All Applicant Qualifications and Identification of Semifinalist Pool	Dean, Provost, & VP Inclusive Excellence	Dean, Provost, & VP Inclusive Excellence	Dean & Provost (& VP Inclusive Excellence?)	N/A
Semifinalist Review and Finalist Selection Form	Search Chair, Dean, Provost, & VP Inclusive Excellence	Search Chair, Dean, Provost, & VP Inclusive Excellence	Search Chair, Dean, Provost, & VP Inclusive Excellence	N/A
Finalist Review and Candidate Selection Form	Dean, Provost, & VP Inclusive Excellence	Dean, Provost, & VP Inclusive Excellence	Dean, Provost, & VP Inclusive Excellence	N/A
Academic Appointment Request Form	Dean & Provost	Dean & Provost	Dean & Provost	Dean & Provost