

Faculty Recruitment Process

A. Submit appropriate documentation for approval from the Provost's office:

Deans determine, through discussions with the chair, whether a special appointment or tenure track position is appropriate. The type of appointment is determined based on college/department research, teaching and service goals, alignment with Grand Challenges and the university/college strategic goals, and availability of funding. If necessary, the Provost will schedule a meeting with the Dean to discuss the request to determine a final decision. Deans should attempt to submit requests as early as possible.

Tenure Track Requests

1. Complete a request for tenure track appointment justification questionnaire.
2. Submit the completed and signed questionnaire to the Provost with a cc to Heather Wages for review.
3. If approved, the justification questionnaire will be returned to the requesting Dean's office with the Provost's signature.

Special Appointment

1. Complete a request for special appointment justification questionnaire.
2. Submit a completed and signed questionnaire to the Provost with a cc to Heather Wages for review.
3. If approved, the justification questionnaire will be returned to the requesting Dean's office with the Provost's signature.

Post-Doc Requests

1. Complete a Request to Recruit Form with signatures from Department Chair, Dean, Vice President of Research or designee and/or Provost or designee.

Part-Time Instructional Requests

1. Complete a Request to Appoint Part Time Faculty Form with signatures from Department Chair and Dean.
2. Submit the signed request form, draft LOU and CV to Heather Wages for review and approval.
3. Heather will return the signed form back to the department if approved.
4. Follow the Temp/Part Time Hiring Process and attach the signed request to the requisition.

B. Post Position in Recruiting Solutions

1. For tenure track, special appointments and post-docs, departments (or search committee) complete the 100-point matrix and faculty job posting template. All minimum and preferred requirements from job posting must match exactly what is put into the matrix. 90 points must be assigned between the minimum and preferred requirements with each noting whether it is minimum or preferred.
2. Department or college HR administrator creates the requisition in Recruiting Solutions using the completed job posting template, 100-point matrix, and request for recruitment questionnaire signed by the Provost or designee (with the exception of

- Post-Doc requests that require VPR approval), all attachments should be made set to public.
3. Within the Hiring Team tab, you must select Rebecca Jacobson and Hannah Whalen as the recruiters and check the box by Rebecca Jacobson as the primary recruiter. You will add yourself and any others that will be responsible for managing the recruitment and hire as the hiring manager. Inputting search committee members as interviewers will allow you to email applicants information directly from within Recruiting Solutions.
 4. When the posting is approved, an email will be sent to the requesting department or college administrator. When approved, the department/college may post the position to internal and external sources.
 5. When posting has reached the Review By/Full Consideration Date, applicants will be shared in Recruiting Solutions with permissions given to the hiring manager and interview team. An email notification will be sent to those people.

Prior to the review and interview stage, search committee members must meet with Becca Jacobson and/or Heather Wages for training on the recruitment and hiring process.

C. Screening of Applicants

1. Search committees will utilize the 100-point matrix to screen all applicants. Points should be distributed for each category. For minimum requirements, points must be given as an all or nothing; preferred requirements can be awarded at the discretion of the search committee.
 - a. For example, if a candidate meets a minimum requirement worth 10 points, the candidate must be given 10 points.
 - b. For example, if a preferred requirement for teaching experience is worth 10 points and a candidate has one year of teaching experience, the committee can decide how many points from 1-10 to award the candidate's teaching experience.
 - c. If each member of the search committee completes a separate matrix, they must be compiled onto one while still adhering to above points a and b.
2. The search committee will select applicants to interview based on a cut-off point on the matrix. To the extent possible, interviews must be conducted via the same delivery format (e.g. all skype, or all in person). ***All applicants above the cut-off point must be interviewed. 100 pt matrix can be sent to Becca Jacobson at this point in the process for initial review as well as to initiate communication to candidates that did not meet the requirements during the screening.***
 - a. For example, if the committee chooses 80 points as the cut-off, all applicants who scored above 80 must be interviewed.
 - b. The applicants who are interviewed must meet all of the minimum requirements.
 - c. If no applicants meet the minimum the completed matrix must be sent back to Becca for approval. The committee/department/college must then provide an updated review by date.

D. Interviewing:

1. All applicants who met the minimum requirements and are at or above the defined cut-off as described in 2 a. should be interviewed.
 - a. Interviews must be fair, consistent, and unbiased.
 - b. Interviews should be performed via the same mode (phone, zoom, in person) to the best of the search committee's ability.

2. Following interviews, an Interview Summary Sheet (ISS) must be completed by the search committee. The ISS must include all applicants that were interviewed. The justifications for why or why not an applicant is recommended for hire should include reasons based on the interview and relevant to the requirements of the position.
 - a. Justifications should avoid the word “fit” and direct comparisons between the candidates.
 - b. If there is more than one person the committee would recommend be hired, they must be marked “hire” and ranked numerically.
 - c. The ISS requires a signature from search committee chair.
3. Once finalized and signed, the ISS will be emailed to Becca Jacobson and Heather Wages with the following documents:
 - a. Completed 100-point matrix
 - b. Draft LOU (Note: the LOU should not be sent to the candidate until after the LOU and other documents are approved according to number 6 below).
4. The department will be notified when the ISS, 100-point matrix, and LOU are approved. After the documents are approved, the department may make a soft offer to the candidate, contingent on a criminal history records check. If a candidate withdraws from consideration, Becca Jacobson must be notified and if applicable, will provide approval to move to the next ranked candidate.
5. When the candidate accepts, the department is responsible for completing the criminal history records check within Recruiting Solutions
6. Upon receiving the CHRC back, the hiring manager will send the signed LOU as an offer in Recruiting Solutions and change the status to prepare for hire.
7. If moving expenses are approved by the Dean, the LOU with the Dean’s signature must be submitted with the add pay. If payment is over multiple add pays, all must be submitted together.

If no candidate is hired, the search may be re-opened with approval from the Provost or designee. If approved, the search is re-opened by sending the 100-point matrix and ISS from the failed search to Becca Jacobson to be uploaded to Recruiting Solutions and approved. The department must also indicate the proposed new closing date.

If no candidate is hired, additional applicants may be sent to the committee by sending the 100-point matrix and ISS from the failed search to Becca Jacobson to be uploaded to Recruiting Solutions and approved. The department must also indicate the proposed new closing date.