

A&S Recommended Faculty Recruitment Responsibilities Overview (in and out of WorkDay)

In the table below, you will find a recommended overview for Arts & Sciences Faculty recruitments. It's important for all members of the recruitment process to maintain clear communication to ensure all steps are processed efficiently.

Please refer to your search authorization, the A&S Search Matrix, & UHR Faculty Search Guide for more detailed instructions to corresponding steps below

March 2026

Recruitment Steps	Primary Recruiters		Department/Program Chair/ Manager Recruitment Actions/General Responsibilities	Search Committee Chair General Responsibilities	Search Committee General Responsibilities
	A&S Dean's Faculty Personnel Services (FPS) Recruitment Actions	Academic Department Administrator Recruitment Actions			
Create position, requisition, posting, and establishes search committee	Create position in WorkDay				
	Change organization		Review & Approve Position		
	Assign Costing Allocation				
	Create Job Requisition				
	Add review date to requisition once reassignment action received from dept admin.	Reassign requisition review date action to FPS.			
	Establish search committee in WorkDay				
First round interview determinations	Post the job in Workday & share link to Department Chair & Administrator once posted, for external unit advertising	Save PDF of Higher Ed Jobs listing for search records and Dept of Labor audit.			
		Assist search committee with accessing applications in WorkDay after review begin date. Populates all applicant information into scoring grid as appropriate per unit standards.	1. Review Applications using scoring rubric with committee after review begin date (if also search committee chair) 2. Provide scoring rubric results to academic department administrator to identify long list applicant selection	1. Review Applications using scoring rubric with committee after review begin date 2. Provide scoring rubric results to academic department administrator to identify long list applicant selection	1. Review Applications using scoring rubric with committee after review begin date 2. Provide scoring rubric results to academic department administrator to identify long list applicant selection
		Selected long-list applicants (or first round interview applicants) based on scoring rubric provided by search committee chair and dispositions other applicants no longer under review. To advance: Click "Review" > Move Forward > "Schedule Interview"			
		Moves long-list candidates (or first round interviewees) to "Reference check" to initiate request for references . Schedules first round interviews as appropriate per unit procedures.			
		Monitors Reference Letters as they are received for long list applicants & submits task once all 3 references are received.	Prepares interview questions with search committee & conducts interviews with long-list applicants (if also search chair). Reviews reference letters once received.	Prepares interview questions with search committee & conducts interviews with long-list applicants. Reviews reference letters once received.	Prepares interview questions with search committee & conducts interviews with long-list applicants. Reviews reference letters once received (and as appropriate per unit procedures)
	Collects notes from interviews from search chair & retains for unit records.	Collects notes from interviews & works with committee to identify short-list applicants. Provides interview notes to Dept Admin for unit records.	Collects notes from interviews & works with committee to identify short-list applicants. Provides interview notes to Dept Admin for unit records (in lieu of chair/director per unit procedure)	Takes notes during interviews	

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Second round/short list determinations (not applicable for Visiting teaching faculty, Postdoctoral Fellow, & Adjunct Faculty Recruitments who only utilize one round of interviews)		Admin transitions approved short-list applicants as approved by Vice-dean by selecting applicants and transitioning to " Schedule More Interviews ". Schedules on-campus interviews with committee and other on-campus activities.	If not search committee chair, communicates with committee & search chair to determine short-listed applicants. Present short-listed applicants to Vice-Dean for approval. Notifies admin once approval is received for applicant transitioning.	Present short-listed applicants to Vice-Dean for approval. (in lieu of chair/director per unit procedure) Notifies admin once approval is received for applicant transitioning. (in lieu of chair/director per unit procedure)	Discusses potential short-listed candidates.
Short list interviews & finalist determinations			Prepares interview questions with search committee & conducts interviews with short-listed applicants	Prepares interview questions with search committee & conducts interviews with short-list applicants	Prepares interview questions with search committee & conducts interviews with short-list applicants
		Collects notes from interviews from search chair & retains for unitram records.	Collects notes from interviews & works with committee to identify unranked list of potential finalists. If not search committee chair, communicates with committee & search chair to identify unranked list of potential finalists. Present unranked list of potential finalists to Vice-Dean for discussion and determination of finalist. Vice-dean approval of finalists is not required for VTF, Postdoc, & Adj recruitments. Notifies Admin & Faculty Personnel Services when ready to move forward with approved finalist and salary.	Takes & collects notes from interviews & works with committee to identify unranked list of potential finalists. Communicates with committee & chair/director to identify unranked list of potential finalists. Present unranked list of potential finalists to Vice-Dean for discussion and determination of finalist. (in lieu of chair/dir per unit procedure). Vice-dean approval of finalists is not required for VTF, Postdoc, & Adj recruitments.	Takes notes during interviews and discusses potential finalists.
Verbal Offer Request Stage(s)	Moves final candidate to offer stage & submits offer after notification from chair.	Moves final candidate to finalist stage.			
	Notifies dept chair (or search chair) when authorization to extend verbal offer is received		Extends verbal offer. Notifies Dept Admin of offer and Employment Agreement Status	Makes verbal offer (in lieu of unit chair as appropriate)	
	If negotiations, notifies chair when negotiated higher offer is approved for verbal offer re-initiation.		Notifies Dept Admin when verbal offer is accepted, or if negotiation is requested		
		Updates " Set Offer and Employment Status Task " to verbal offer accepted and submits task	Notifies department administrator when final verbal offer is accepted. Works with Vice-dean to finalize start-up & RPT timeline for Tenure-eligible recruitments.		

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Faculty Contracting		Submits Faculty appointment form (outside of workday) with confirmed contract details (salary, start-up, relocation & RPT timeline for TTE positions or requested course assignments for TF, VTF & Adjunct positions)			
	Begins contract preparation in workday with final offer details: Salary, start-up (TTE), relocation, RPT schedule (TTE) or requested courses (TF, VTF, Adj)				
	Sends out final contract & new hire onboarding instructions (who to provide transcripts to, how to complete i9 verification within A&S, etc.)				
	Receives copy of signed contract for dean's office records. Finalizes "Set Offer and Employment Agreement Status" to Written Offer Accepted and submits task.	Receives copy of signed contract for dept records.	Receives copy of signed contract for dept records. Communicates regret notifications to candidates invited to on-campus interviews via phone preferably. Notifies admin once regret notification extended.		
Posting & Requisition Close out	Requests UHR to initiate Background Check to candidate.				
		Dispositions remaining candidates once offer is accepted and chair has issued regret notifications to remaining candidates. Notifies FPS to close requisition once all applicants dispositioned.			
	Closes posting & requisition once all candidates are dispositioned				
New Hire Systems Administration & Onboarding	Receives transcripts from employee & adds academic appointment once employee record created. Flags as Instructor of Record and notifies unit for scheduling.	Schedules faculty member for courses once instructor of record access is granted. Issues keys & other necessary employee accesses	Meets & mentors employee once they begin their position on their appointment date		
	Assign Organization				
	Assign Costing Allocation				
			Once employee is hired, Chair will receive task to send welcome message in WorkDay. Recommended only to list dept admin as initial point of contact to assist with onboarding the employee within the department/program.		