

| A&S Recommended Faculty Recruitment Responsibilities Breakdown (in and out of WorkDay) In the table below, you will find a recommended overview for TTE/TF Faculty recruitments. It's important for all members of the recruitment process to maintain clear communication to ensure all steps are processed efficiently. August 2025 | | | | |
|---|--|--|--|--|
| A&S Dean's Faculty Personnel Services (FPS) Recruitment Actions | Academic Department Administrator Recruitment Actions | Department/Program Chair/ Manager Recruitment Actions/General Responsibilities | Search Committee Chair General Responsibilities | Search Committee General Responsibilities |
| 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 | | | | |
| Post the job on 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 | 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 |
| | Transition selected long-list applicants based on scoring rubric provided by search committee chair and dispositions other applicants no longer under review. | | | |
| | Moves long-list candidates to Reference check to initiate request for references . Schedules first round interviews as appropriate for department/program. | | | |
| | | 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 dept/prog procedures) |
| | Collects notes from interviews from search chair & retains for dept/program records. | Collects notes from interviews & works with committee to identify short-list applicants. If not search committee chair, communicates with committee & search chair to determine short-listed applicants. Present short-listed applicants to Vice-Dean for approval. | Collects notes from interviews & works with committee to identify short-list applicants. | Takes notes during interviews and discusses potential short-listed candidates. |
| | Transitions approved short-list applicants as approved by Vice-dean. Schedules on-campus interviews with committee and other on-campus activities. | | | |
| | | 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 |

| | | | | |
|--|--|--|---|--|
| | | <p>Collects notes from interviews & works with committee to identify unranked list of potential finalists.</p> <p>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.</p> <p>Notifies Faculty Personnel Services when ready to move forward with approved finalist and salary (also cc'd dept administrator for FYI).</p> | Takes & collects notes from interviews & works with committee to identify unranked list of potential finalists. | Takes notes during interviews and discusses potential finalists. |
| Moves final candidate to offer stage & submits offer after notification from dept/program chair. Uploads search documentation in offer field when prompted by WorkDay. | | | | |
| Notifies dept chair (or search chair) when authorization to extend verbal offer is received | | Extends verbal offer. Notifies FPS of offer and Employment Agreement Status | Makes verbal offer (in lieu of dept/prog chair as appropriate) | |
| Moves status to offer accepted or negotiations. If negotiations, notifies chair when negotiated higher offer is approved for verbal offer re-initiation. | | Notifies FPS when verbal offer is accepted, or if negotiation is requested | | |
| | | Notifies department administrator when final verbal offer is accepted. Works with Vice-dean to finalize start-up & RPT timeline. | | |
| | 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 positions) | | | |
| Moves status to offer accepted and begins contract preparation in workday with final offer details: Salary, start-up (TTE), relocation, RPT schedule (TTE) or requested courses (TF) | | | | |
| 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 | Receives copy of signed contract for dept records. Dispositions remaining candidates once offer is accepted | Receives copy of signed contract for dept records | | |
| Closes posting & requisition once all candidates are dispositioned | | | | |
| Receives transcripts from employee & adds academic appointment once employee record created. Flags as Instructor of Record and notifies dept 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 recommended point of contact to assist with onboarding the employee within the department/program. | | |