A&S Recruitment Timeline and Admin Guide for Tenure-Eligible (TE) Faculty Recruitment
(Adapt per your dept procedures and timeline, and confirm current College policies and procedures)

Late Spring
- Based on Dean’s decision, Chair/Dir receives official TE search authorization from Dean – specialization, position number, salary, recruiting allocation, and recruitment links.
- Faculty may meet to discuss issues related to new position, job ad, etc.
  - Appoint (at least) a 3-member search committee for each position being recruited.
  - Chair/Dir shares links with faculty & staff from the A&S Resources for Faculty Recruitment and Appointment: CCAS/AAUP Ethics of Faculty Recruiting, Office of Diversity and Inclusion (D&I, Arts & Sciences Action Plan for Diversity and Inclusion (D&I).
- Dept/Prog Admin is Hiring Official (HO). See PeopleAdmin (PA) guidance via Human Resources Office. Basic steps for Staff actions may apply to Instructional module.

Summer
- Chair/Dir submits job ad (based on A&S TE advertising template) for approval to Dean’s office and D&I.
- After narrative job ad approved, HO update PeopleAdmin designated posn#, or new posn, as indicated in authorization with attributes and duties. Refer to template Posn Descr Sample TE Faculty. Circulate PD for approvals.

Late Summer
- After PeopleAdmin position descrip (PD) is approved, HO create posting but do not circulate; notify D&I when posting is ready. Posting includes search & selection plan. Faculty posn posting length 30 days minimum.
- PA posting must be active before submitting any external emails or ads that point to PeopleAdmin posting.
- Forward approved narrative ad to faculty, distribute to professional listservs, invite underrepresented applicants.
- Dean’s Office will sponsor a group ad in Chronical of Higher Education in September. Each TE position requires area of specialization, job expectations, and required and preferred qualifications to be listed in the Chronicle.

Fall
- Applicants apply online.

Fall (immediately after application review-begin date)
- HO provide search committee members with PeopleAdmin Guest Login and password (confidentially).
- Search committee reviews ALL applicants online in PA. List of applicant names can be downloaded by report from JOBS to excel. Use excel rubric or other standard system for equal review of applicants.
- Remind department members of confidentiality of applicant names and info.
- Records Management: Use consistent naming conventions for documents with multiple candidates/searches. Save docs in shared administrative “search” folder for future reference and to ensure proper records retention.

If a preliminary Phone Interview is desired: (skip if no phone interviews)
- HO indicate appropriate interview status in PA for D&I Office review.
- Work with search committee to set up phone interview times, appointments with applicants.
- Use standard question list for all interviewees. Retain notes in recruitment admin file.

Mid- to Late-Fall (preparations for on-site interviews)
- HO indicate on-site/campus interview status in PA for D&I Office review. When approved to proceed:
  - Save PDF of cv and applc info to special shared folder (G:\; Bb, Box) for faculty review per dept procedures.
  - Use Interview Planning Checklist excel doc to schedule and record details for each candidate’s visit.
- Faculty may reach out initially to invite on-campus interviewees. HO/Admin should then take over travel planning and all arrangements. Relay standard information to each applicant.
- Admin contact Dean’s Executive Assistant to schedule interviewee 30 min appointments with Ewell Dean:
  - Hires at the rank of Associate or full Professor must also meet with the Dean A&S and the Provost.
  - Send hard copy of applicant’s CV and 3 letters to Dean one week in advance of each dean appointment.
- Email draft Interview Itinerary to dept faculty, invite them to sign up for specific hosting duties.
- A few days before on-site interview, email final Interview Itinerary to candidate and the dept members.
- From D&I recruitment procedures, make faculty aware of acceptable/non-acceptable topics during interviews.
- Inform faculty/hosts of Wmbg per diem rates and A/P reimbursement policies.
- IMPORTANT: A travel reimbursement to candidate will generate a Banner 93#. Use candidate’s **full legal name** on travel reimb so A/P creates the Banner ID with accurate data. It’s essential that the finalist’s newly generated Banner 93# be included on the Faculty Appointment Form sent to A&S Dean’s Office.

**Winter**
- Faculty meeting and discussion of candidates. Use voting methods per dept personnel procedures. Ranking of candidates allows dept to quickly move to second choice if first choice declines.
- Minutes/notes from dept meeting are used as brief hiring justification on Hiring Proposal for selected candidate. Longer justification notes should be uploaded document to hiring proposal.
- Initiate PA Hiring Proposal for finalist. Indicate authorized salary, begin date 8/10/xx, IPEDS code for TE faculty = teaching, research, & service. Circulate for approvals.
  - After PA final approval to Level 1, dept chair may extend a verbal offer to top candidate for the approved salary.
- When candidate and chair verbally agree to terms (salary, startup estimate submitted, date of interim/tenure review) send **Faculty Appointment Form** (with 93# if available) to Dean’s office, who will initiate the letter of intent.
  - Any recently generated 93# must be included on the Faculty Appointment Form sent to Dean’s Office.
- IMPORTANT: If dept hopes for a written offer before winter break, the Hiring Proposal should be submitted in **late November** to allow time for negotiations and start-up estimate. Faculty Appointment Form must be received in the Dean’s Office no later than December 12 if you wish to have a written offer extended before break.

**Spring**
- After letter of intent signed, PA Level-1 will indicate “Offer accepted – notify employment” to begin closing search.
- HO/Admin complete PA “Reasons for Non-Selection” of other applicants in a timely manner.
- After search closed and hire is fully approved (summer), PA will send automated notice to non-interviewed candidates.
  - Dept Chair or Search Committee Chair should personally contact interviewees who were not selected.
- Print off letter of intent (LOI), c.v. and application packet & LOI for new employee’s permanent dept personnel file.
- Records Management: Retain any paper or electronic search files and notes confidentially per state guidelines. Note the year that recruitment records can be destroyed after Records Management approval.

**Spring/Summer**
- Remind new faculty of August 10 begin date (or Monday if Aug 10 is weekend). Faculty can complete online Part 1 of I-9 up to 120 days prior to start date. See LOI and New Hire Email instructions for details.
  - Review New Hire Instructions email sent to candidate with offer letter, on which dept chair and admin are copied.
  - Dept admin make appointment with new hire to meet for I-9 completion, etc. **Liaise w Reves if international hire.**
- After offer is accepted, assist faculty on-boarding, relocation resources.
- Admin talk with chair/dir about office space, phone, computer, directory, web page updates, workorders, etc.

**Finances Related to TE Searches**
- At conclusion of search, Admin to total all the search expenditures and relay summary to Dean’s office to have banner index reimbursed up to the recruiting allocation amount in same FY. The dept absorbs any expense over allocation.
- Follow all College travel procedures per current Financial Operations policy. Attend training offered by A/P.
- Admin prepares relevant relocation documents per university and A/P policy.

**Misc notes depending on internal department tracking and records practices:** In consultation with Chair:
- Add new employee’s interim and tenure review dates to any dept tracking excel lists.
- Add employee to (Scheduled Semester Research Leave) SSRL master schedule, per dept policy.
- To obtain updated list of all dept employee names, Banner ID, and position numbers, Admin can run Discoverer Plus *“Employee List”* after Sept 16 each year (Payroll 17). The report does not include salary but will include index, 93#, posn #, for all employees. (*Discoverer will be replaced by Qlik reporting approx 2019.*)