

## Summary of 2008-09 Faculty Search Process

	<b>Task</b>	<b>Responsible Person</b>
1.	Complete a <a href="#">Request for Faculty Position Form</a> and forward to the Dean for approval.	Hiring Official
2.	Dean forwards approved requests to the AVP for Faculty for approval. Upon review, Dean is notified of actions taken on the requests. Approvals at this point in time are only preliminary .	Dean / Academic Affairs
3.	Upon authorization from the AVP for Faculty, form search committee and appoint a search chairperson.	Hiring Official / Dean
4.	Complete the Requisition and Recruitment Strategy forms in the University Talent Management System ( <a href="#">TMS</a> ).	Hiring Official
5.	The Dean and the AVP for Faculty approve the requisition and recruitment strategy forms (search committee, job posting, recruitment sources, etc) in TMS.	Hiring Official/Human Resources
6.	Distribute job posting as outlined in the Recruitment Strategy form.	Human Resources/Hiring official
7.	Establish evaluation criteria based on responsibilities and qualifications of the position.	Search Committee /Hiring Official
8.	Work with Human Resources Partner to determine if there is an adequate pool of qualified applicants, including members of underrepresented groups. This may include determining strategies to increase the applicant pool.	Hiring Official
9.	Evaluate applicant pool and recommend an initial pool of candidates (approximately 6-15 candidates) to conduct screening interviews.	Search Committee

Determination of candidates for screening interviews is to be based on the submitted materials, which must include at least the following items:

Cover letter  
Curriculum vita  
Writing sample(s)  
Evidence of teaching ability  
(Names of) References

10.	Review initial pool of candidates with the HR Partner to evaluate semi-finalists with regard to affirmative action goals.	Search Chairperson /Hiring Official
11.	Create interview questions based on the evaluation criteria established in Item 7.	Search Committee
12.	Conduct pre-screening interviews (frequently completed at national conferences and meetings or through phone interviews).	Search Committee
13.	Develop on campus interview plan. This template for the campus visit must be submitted to the AVP for Faculty for approval.	Search Committee

The plan must include:

- Interviews with the search committee
- Interview with the chair
- Interview with the dean
- Interview with the AVP for Faculty
- Public presentation of scholarly work
- Discussion at a public forum of the candidate's commitment to the UST mission

- Classroom teaching demonstration is highly encouraged

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| 14. | Conduct reference checks. With candidate's permission contact other references (not just those listed) to conduct a more comprehensive reference check.                                                                                                                                                                                                                                                                                                                                                                             | Search Chairperson                                    |
| 15. | Determine a list of individuals (typically three) to interview on campus.<br><br>Change status of all recommended applicants in TMS to Recommend for Interview. Alert Dean and AVP for Faculty for approval (i.e. e-mail).<br><br>If the list does not include any members of underrepresented groups, forward the application materials for the best qualified member of an underrepresented group and a memo discussing the relative strengths and weaknesses of that candidate compared to the candidates chosen for interviews. | Search Committee                                      |
| 16. | Schedule interviews and complete related tasks, i.e. reserve locations, copy interview questions, job posting and resumes.                                                                                                                                                                                                                                                                                                                                                                                                          | Search Chairperson                                    |
| 17. | Invite candidates to interview on campus.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Search Chairperson                                    |
| 18. | Conduct campus interviews according to interview template as discussed in Item #13.                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Search Committee                                      |
| 19. | Make recommendation for hire in consultation with Dean.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Search Committee /<br>Department / Hiring<br>Official |
| 20. | Work with AVP for Faculty to determine an appropriate salary offer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Hiring Official                                       |
| 21. | Complete <a href="#">Recommendation for Full-Time Faculty Appointment</a> and the <a href="#">Qualitative Evaluation of Candidate</a> forms (also on Academic Affairs web page) and forward to Dean for approval. Dean forwards approved recommendation to the AVP for Faculty for final approval.                                                                                                                                                                                                                                  | Hiring Official /<br>Dean                             |
| 22. | After approval is conveyed through the Dean, make verbal offer to top candidate. Upon acceptance, notify AVP for Faculty. A written contract will then be issued.                                                                                                                                                                                                                                                                                                                                                                   | Hiring Official /<br>Dean / Academic<br>Affairs       |
| 23. | Dean confirms in writing with an appointment letter which includes any special conditions other than those required of all faculty.<br><br>The appointment letter will also include a list of any documentation a new faculty member must provide, such as transcripts, tenure dossier if appropriate, etc. A copy of this letter is sent to Academic Affairs.                                                                                                                                                                      | Dean                                                  |
| 24. | Close out search in TMS by changing status of candidates to 1) Not recommended (inactivates applicants who were not interviewed) 2) Interviewed Not Selected, or 3) Hired for FACULTY Appointment. Add Selection reasons in text box as to why candidates were hired or not hired.                                                                                                                                                                                                                                                  | Hiring Official                                       |
| 25. | Upon receipt of a signed contract, Academic Affairs submits <a href="#">new employee action form</a> on the Human Resources web site.                                                                                                                                                                                                                                                                                                                                                                                               | Academic Affairs                                      |
| 26. | Department chair forwards to newly hired faculty member their new UST ID number and NetID number/claim number. The chair should work with the newly hired faculty member, using this information, to activate their UST email as soon as possible. (This is our durable link to the newly hired faculty member during their transition to UST.)                                                                                                                                                                                     | Department Chair                                      |