Faculty Hiring Workflow

Vacancy

Chairs and Program Directors submit position requests to the Dean of the Faculty/Vice President for Academic Affairs (DOF/VPAA) [illegible]

Sourcing

Determine with Human Resources a time frame and the venues for the ad.

- Presently all ads are posted on-line and with identified diverse advertising sources
- Employment Coordinator sends email to Hiring Chair with Guest User Logon and Password access for those reviewing the candidates
- All applications are received on-line

The ad is posted widely in consultation with ADEWD or Employment Coordinator.

Search committee, Hiring Chair or Program Director should conduct outreach, networking with colleagues and posting at professional

- Draft inclusive search plan.
- Submit ad copy and search plan DOF/VPAA and Associate Dean of the Faculty for Personnel Development and Diversity (ADOF for Divd [illegible] to initiate background check.
- Contract Request Form (CRF) submitted online by chair
- Contract sent by Dean's Office

Regret communications should be made by Hiring Chair or Program Director to all applicants contacted during search (this contact could be via phone, in person, letter or email) after both the background check results and signed contract are completed.

Regrets to those not contacted are system-generated by HR.