

# OVERVIEW OF WHAT HAPPENS NEXT?

The list below is intended as an at-a-glance for next steps. However, the following pages of this document provide detailed step-by-step directions for using the hiring system to complete these required steps for a faculty search/hire.

<b>POST</b>	Permission to post the position must be obtained via Provost/APS.
	The submitter or Department Chair determines details needed for the position posting draft – <b>DO NOT add posting directly into PageUp.</b>
	Submit posting details on the “ <a href="#">Academic Resources Faculty Posting Request</a> ” dynamic form ( <a href="#">page 8</a> ).
	Academic Affairs reviews, edits, and posts requisition after achieving the Department Chair and Dean's approval of the posting copy.
	- Posting Periods Required: 30 days for tenure-track positions; Two (2) weeks for all other full-time temporary faculty.
<b>COMMITTEE REVIEW</b>	Review Date Passed.
	- Faculty Recruitment Specialist emails the search committee that applicants are ready for review.
	- Individual committee members conduct reviews of successfully applied online applications using the <a href="#">Faculty Applicant Selection Criteria Form</a> ( <a href="#">pages 9-14</a> ).
	- Committee convenes to discuss and determine the applicants who will be submitted for IE&C's consideration and approval.
	Search Committee Chair enters collective Selection Criteria in the system <b>ONLY</b> for applicants being recommended in the pool ( <a href="#">pages 15-19</a> ).
- The Committee Chair provides the Department Chair with a list of names of those being recommended for the pool.	
<b>POOL APPROVAL &amp; IDENTIFYING FINALIST</b>	Department Chair confirms Selection Criteria have been entered for applicants recommended in the pool ( <a href="#">pages 20-28</a> ).
	The Department Chair moves the selected applicant pool into the system for Dean review ( <a href="#">pages 29-30</a> ).
	Dean reviews, considers the applicants, and moves them forward for Equity and Compliance (IE&C) consideration ( <a href="#">pages 31-37</a> ).
	IE&C reviews the pool and may add or delete applicants before approval.
	After their review, IE&C alerts the department chair and search committee members by email of the applicants approved in the pool.
	- The department reviews the approved candidate pool for change, begins scheduling and conducting interviews, and checks references. The hiring system automatically solicits recommendation letters when IE&C approves the pool. The department can retrieve Letters of Recommendation once received via the system ( <a href="#">pages 38-39</a> ).
	- Once the department identifies approved short-listed finalists, the Department Chair must move each to “Finalist Interview Scheduled,” prompting the hiring system to send an email requesting official transcripts ( <a href="#">pages 40-44</a> ).
	- The Department Chair sends a salary recommendation form (hard copy) with curriculum vitae to Academic Affairs for the finalists they are considering.
	- Committee DOES NOT RANK finalists; Department Chair and Dean select the finalist to recommend for hire.
	- The Department Chair or Committee Chair confirms the reference checks are completed. This is <b>DIFFERENT</b> from recommendations.
	- Department Chair communicates with the finalist the negotiated terms of the <b>recommendation</b> contingent upon university approval and follows up with an email with the terms of the recommendation, which will be made to the Provost.
	- Emailed <b>recommendation</b> accepted. (If the finalist declines the recommendation, please notify Academic Affairs.)
<b>RECOMMENDING YOUR FINALIST</b>	Department Chair moves finalist in hiring system to status “ <b>Recommend for Hire (Enter Recommendation Details.)</b> ” <b>IMPORTANT - Please select the correct workflow</b> ( <a href="#">pages 45-53</a> ).
	The Department Chair then generates an electronic “Offer Card” in the hiring system for the recommended finalist.
	- All negotiated terms, reference check dates, and persons completing reference checks must be entered into the PageUp system.
	- The Department Chair forwards the “Offer Card” through the online hiring system for the Dean’s review and approval.
	- The hiring department prepares and sends a <a href="#">hiring packet</a> to the Dean for approval. The Dean approves and submits it to the Faculty Recruitment Specialist.
	Dean reviews and moves the electronic “Offer Card” through the system to the Faculty Recruitment Specialist ( <a href="#">pages 54-55</a> ).
	- Faculty Recruitment Specialist initiates the background check. (Candidate responds directly to TrueScreen with information.)
	Faculty Recruitment Specialist moves “Offer Card” to IE&C. This can only occur after TrueScreen provides a background report.
	IE&C returns offer review response to Academic Affairs, initiating the formal contract (or forwards for further approval when needed).
	Academic Affairs initiates an electronic offer to the recommended finalist after the Provost’s review and approval.
	- Once the finalist accepts the offer, Academic Affairs closes the posting.
	Automatic emails are sent to applicants and candidates not chosen for hire.