# FACULTY HIRING WORKFLOW - Effective 9/1/2023

Note: Dates shown are intended to represent sequence and an idealized timeline for steps in typical AY searches. Variability is expected across units and contexts.

### Mid-January:

Information provided to deans about the upcoming hiring season, including hiring guidelines and priorities.

Deans will receive spreadsheet to complete for requesting new and attrition-related hires

#### February 1:

Deans submit ranked list of requested hires to Provost

#### March 1:

Provost returns spreadsheets with approvals noted, copying the vice provost for faculty affairs and the academic HR manager (AHRM). Approval will include authorized limits for salary and start-up funds

#### March 1 – June 1:

Dean works with dept/div chair to appoint search committee and submit Recruitment Process Information Form

AHRM ensures committee completes training, works with dean to finalize & post position

#### June 1 - August 1

Academic HR Manager assists with supplemental recruitment materials, recruitment communications, additional advertising, and SREB listing

### By August 1

At application deadline, search committee screens applications, rejecting any not meeting posted minimum requirements, reviews remaining applications, selects screening pool in collaboration with dept/div chair and dean

#### August 1 - September 1

Search committee conducts screening interviews

Search Committee selects finalists in collaboration with dept/div chair and dean.

#### September 1 – October 1

Search committee works with dept/div chair and dean to establish plan and schedule for finalist interviews

Search committee and appropriate stakeholders conduct interviews with finalists

## By October 1

Search committee sends unranked list of finalists to dean with strengths & weakness

Dean reviews list with committee and dept/div chair, then selects candidate for offer, and informs committee and dept/div chair of decision

## By October 15

Dean submits Request for Offer Letter Form to Academic HR Manager who creates offer letter and sends to Vice Provost for review

Academic HR Manager sends approved offer letter draft to dean to begin negotiations

### By November 1

Dean sends request for any required edits of letter to Academic HR Manager who seeks Provost approval for any significant change in terms, then works with dean to finalize letter

## By November 15

Dean or designee sends final offer letter to candidate; receives response, then notifies unit HRBP to complete remaining hiring paperwork and prepare for onboarding

HRBP uploads copy of signed offer letter to HR e-paf system

## OFF-CYCLE ATTRITION HIRING WORKFLOW – Effective 9/1/2023

