Checklist for Full-Time Faculty Hiring of Tenured/Tenure-Track and Ranked Faculty
Updated September 9, 2025

This checklist outlines the steps that should be followed in the process of hiring full-time faculty at the University of Missouri - Kansas City. Searches for all full-time tenure-eligible and ranked faculty, whether for a newly created or vacant position, require prior approval from the Dean and Provost. Additional information regarding the academic hiring process may be found on the UMKC website at https://info.umkc.edu/academichiring/

Search committees are encouraged to ask questions and request additional support at any stage in the search process.

1. Approval to Hire

☐ Dean submits hiring request to Provost in Teams.

☐ Provost provides approval on Teams spreadsheet.

2. Initiate Search Process

☐ Dean & Dept. Chair form a qualified search committee; Committee selects chair.

☐ Search Chair consults HR Manager (Susan Hankins) to start processes and obtain forms, guidelines for job ad, recruitment plan, and address unique position needs.

☐ Committee drafts job ad, submits to Dean for review and approval.

☐ Dean completes and sends Recruitment Process Information Form with draft(s) of ad and recruitment plan to HR Manager. NOTE: draft ad must be submitted ***4 days prior*** to posting on UMKC e-recruit website.

3. Finalize Job Ad & Recruitment Plan

☐ Committee reviews HR input and finalizes ad, submitting to Dean for final approval. Committee Chair emails finalized ad to HR.

☐ HR Manager posts ad and provides job ID; unit advertises per approved recruitment plan.

☐ Outreach: Ads must be posted nationally for at least 30 days; HR Coordinator may assist with broader dissemination if necessary.

☐ If not previously completed, search committee members complete Percipio online UM System Search Committee training at their convenience.

4. Search Launch Meeting

☐ Committee chair and search committee members collectively attend a UMKC Academic HR 30-minute Search Launch training via Zoom or Teams; contact Debby Laufer to schedule.

- Search Launch material covers:
    - Search goals, university mission, and record-keeping
    - Committee roles, timelines, applicant review, confidentiality, and candidate communication

- Legal responsibilities
- Recruitment process – timeline, interacting with online systems, use of rubrics
- Completing a search – how to convey committee recommendation to hiring authority
- Questions from the search committee

5. Review Applicant Pool

☐ Search Chair screens out applicants not meeting minimum qualifications per ad and dispositions those candidates with 'Reject' status in e-recruit.

☐ Committee reviews applicants meeting posted minimum qualifications and updates applicant dispositions in e-recruit.

6. Initial Application Review & First-Round Interviews

☐ Committee establishes rubric and questions for initial first-round interviews, with consistent format and criteria.

☐ Committee sends plan, rubric, questions, and candidate list to Dean; Dean reviews/approves.

☐ Committee conducts standardized first-round interviews, checking candidates' availability, notifies of possible need for transcript submission and off-list referencing for finalists.

7. Finalist Selection & Interviews

☐ Committee reviews first-round interviews, meets to determine list of finalists for second-round on-campus interviews.

☐ Committee updates e-recruit; requests transcripts from finalists; asks candidates' permission for off-list referencing, develops plan for on-campus interviews.

☐ Dean reviews and approves interview process for on-campus interviewing; may recommend additional divisions candidates should meet with.

☐ Committee conducts on-campus interviews, checks references.

☐ Committee submits unranked list of finalists to Dean. Provides Dean with strengths and areas needing development for each candidate, along with reference information and transcripts.

☐ Dean selects finalist who will receive an offer; Informs search committee and department/ division head.

☐ Dean or designee submits Offer Letter Request Form; Academic HR Manager generates offer letter, sends to Provost/designee for review/approval; Approved letter to unit Dean for review and signature. **NOTE: Any offer requiring start-up funds from Central Pool needs Provost authorization.**

8. Offer Process

☐ Dean extends offer (by phone and/or email), negotiates terms as needed.

☐ Dean works with HR Manager to prepare and finalize offer letter, obtaining Provost approval for any changes.

☐ Finalized offer letter sent from Dean to finalist; Finalist signs and returns to Dean; Dean's office sends signed letter to: Provost, Academic HR Specialist, Faculty Affairs Specialist, Vice Provost for Faculty Affairs, HRBP, and others as listed in courtesy copy section of letter.

9. Complete Hire

☐ HRBP updates e-recruit w/offer, initiates background check and prepares hiring documentation; uploads full time hiring checklist and all recruitment documentation from committee into e-recruit.

☐ HRBP provides signed offer letter, transcript, and credentialing form to HR Operation Specialist to initiate new hire e-paf.

☐ HR Operations works with new hire for required I-9 documentation.

☐ Faculty in new home unit prepare workspaces for new hire; develops and initiates onboarding plan.

☐ Dean updates excel hiring file in Teams w/new faculty member name and start date. If the search fails, Dean updates spreadsheet accordingly as well.