2013-2014 FLOWCHART FOR RECRUITMENT PROCESS.......as of 8/19/2013

Dean Djalali releases letter of authorization citing terms of the position(s), includes a chart for estimates of startup costs. CLAS transfers $2500/position to dept to cover ads and candidates' travel/campus expenses.

DEO returns the information to the Dean's office; can initiate Faculty Recruitment Plan in Workflow system; will be notified if Dean revises estimates.

If there is a tight publishing deadline for the ad, send only the ad to Wendy Evans (WE). Recruitment Plan must still be prepared and submitted in Workflow within 5 days of the ad's approval.

WE sends ad to 3 administrators, relays their revisions and/or final approval to DEO.

Executive Associate Dean Curto (RC)

Assoc Provost Tom Rice (TR)

Equal Opportunity & Diversity (EOD)

DEO and/or search committee prepares Recruitment Plan in Workflow, with all attachments.

DEO submits it to CLAS in Workflow. If it's joint, second DEO (and second dean, if applicable) must be included in routing.

When RC approves, it moves to TR.

When TR approves, it moves to EOD.

EOD directs questions to WE; notice of final approval sent to everyone on Workflow path.

Throughout the approval process WE reports any questions.

Dept carries out the distribution of the ad/job description.

Dept reviews applications, submits Pre-Interview Report (PIR) **in Workflow** to WE/RC.

RC reviews PIR; if he approves, WE notifies dept to set up interviews, and says which dean will do the candidate interviews.

Dept sets up interviews, including assigned dean. Dept makes arrangements then sends itinerary to dean who interviews.

RC still forwards PIR to EOD; if EOD has questions WE will contact dept, while interviews are ongoing.

Faculty assess interviews, create **Search &Selection Summary** and attach CV and offer letter **in Workflow;** for major issues get preliminary advice. For draft offer letter template, contact Wendy Evans. **JOINT APPTS REQUIRE ALL SIGNATURES ON FORM D, AND SIGNATURE LINES ON OFFER LETTER.**

If startup is major element, contact Joe Kearney

If tenure status/clock or rank is an issue contact RC.

If position is senior and tenured at appt contact CD.

Submit SSS & attachments to RC; allow 4 days processing.

RC reviews it, forwards to TR.

TR reviews, esp letter, tenure clock, CDA. May consult RC; then forwards to EOD.

EOD gives final approval.

Throughout approval process WE reports any questions, then final approval to DEO.

Dept releases offer letter. **MAY 1, 2014, is the deadline to extend offer to a candidate already tenure-track at a peer college/ university**. Report candidate's reply to RC; send copy of signed contract to WE as soon as it's received. If there's a moving allocation, fill out form and send to WE.