This checklist is provided to assist the School Offices and Search Committees in completing the necessary steps of the new faculty search process. More extensive instructions are included in the packet of materials provided.

**Phase I. Submission of Hiring Request**

_____ The Department Head submits to the Dean a complete position request, which includes 1) a request and justification for the position in the context of the vision and goals for the department, school, and college (See “Principles and Guidelines…”), and 2) a diversity recruitment plan (See “Policy on Recruiting and Hiring of Franciscans” and “Diversity Rationale and Recruitment Plans”).

_____ The Dean adds his/her analysis of the department’s needs including an empirical analysis which addresses workload and is benchmarked against both internal and external objectives. The request must also include the Diversity Recruitment Plan. These documents will then be forwarded for review to the VPAA and the Equal Opportunity and Employee Relations Specialist.

_____ The VPAA evaluates the request as weighed against the requests from all three Schools and with regard to the available resources. The VPAA will then discuss the request(s) with the President and a decision is made as soon as possible. If the request is approved, VPAA completes Part 1, “Authorization to Initiate Recruiting,” of the “Authorization to Initiate Recruiting and Advertise” form and forwards it to the Dean, who then informs Department Head that a search may be started.

**Phase II: Initiate Recruiting and Advertise**

_____ The Department forms a Search Committee (see “Supplemental Information for Search Committees”) and selects a chair.

_____ The Search Committee, in consultation with Dean, selects one additional member from the department’s school and another member from another school, and forwards the complete membership of the Search Committee to the Dean. For Library Faculty Search, consult Faculty Handbook for Search Committee composition.

One tenured member of the department undertaking the search must agree to act as and be designated the “diversity liaison.” The Diversity Liaison or representative will be in communication with the Equal Opportunity and
Employee Relations Specialist and is responsible for keeping the relevant forms for compliance.

The committee members prepare ad copy.

The Dean forwards a list of committee members and ad copy to the VPAA.

VPAA completes part 2, “Authorization to Advertise,” of the Authorization to Initiate Recruiting and Advertise form and forwards it to Human Resources with approved ad copy and placement arrangements.

Each Search Committee must arrange for a half hour meeting with the Equal Opportunity and Employee Relations Specialist to review equal opportunity guidelines before beginning to review applications.

Note: Applications are received and reviewed by Search Committee and up to three individuals are selected for interviews.

Phase III. Interview Candidates

Prior to inviting an applicant to the campus for an interview:

The Dean must review the short list of candidates and approve the recommended list of interviewees before they are asked to visit campus.

The Search Committee, via the Diversity Liaison, submits the required preliminary Applicant Flow chart to the Equal Opportunity and Employee Relations Specialist via email.

The applicant must complete, sign and return Faculty Employment Application (fax is acceptable at this time)

The Search Committee initiates a documented reference checks

The Registrar confirms applicant’s academic credentials

Once this has been satisfactorily completed, the Dean signs the “Authorization to Interview” section of the Authorization to Interview and to Extend an Offer form.

Phase IV. Make a Selection

Note: Applicants should be scheduled during their visit to meet for 30 minutes each with the Dean and VPAA, then 15 minutes with the President.

After completing their interviews and conferring with the Department, the Search
Committee provides the Dean with a list, in rank order, of acceptable candidates, and also an explanation why any candidate was deemed unacceptable.

**Note:** At this time, if necessary, the committee may request permission to interview additional applicants.

_____ The Dean reviews the above information, and then forwards it to the VPAA along with his/her comments and recommendations.

_____ The VPAA will confer with the President and, as soon as possible, make a decision regarding an offer; and will sign the completed “Authorization to Extend Offer” section of the Authorization to Interview and to Extend an Offer form.

_____ The Search Committee finalizes documented reference checks.

_____ HR will also conduct a background check. Any offer is contingent upon the result of these inquiries.

_____ The Dean makes the offer, usually by telephone, giving the candidate a specified time within which to accept the offer. Any changes to the “Authorization to Extend an Offer” form needs to be approved by the VPAA. (If an offer is not accepted, the offer process is repeated for alternative acceptable candidates, or permission to continue the search may be requested.)

_____ Upon acceptance of an offer, a letter from the VPAA confirming the terms of the offer including agreed upon start-up allowance and acceptance is sent immediately to the candidate. (This is customarily prepared by the Assistant to the VPAA.)

**Phase V. Prepare Contract**

_____ The Dean has a “Full-Time Faculty Contract Request” form prepared in his/her office and forwards it to the Assistant to the VPAA with the following accompanying documentation:

   a. copy of the signed Faculty Employment Application

   b. copy of candidate’s curriculum vitae

   c. copy of email from Registrar’s office confirming credentials

   d. documented reference check

_____ Assistant to the VPAA oversees preparation of the faculty contract by the Human Resources Office; contract is signed by the President and mailed by HR to the candidate.
Candidate signs and returns one copy of the contract to Human Resources and is contacted by that office regarding benefits and payroll arrangements.

The School Office arranges for the new faculty member to be given telephone services, network privileges, office space and equipment, and so forth.

Note: For Library Faculty Searches, the Library Director serves in the role of Dean.

**Note:** All applications and related documentation received by the Search Committee during the search process should be collected and forwarded to the Office of Academic Affairs (Assistant to the VPAA) to be maintained in the college’s record storage facility for a period of not less than three years. All other documents generated by the membership of the Search Committee should be discarded.