Quick Guide to Tenure-Line Searches

1. The Department Chair receives approval to conduct a search.
2. The department then compiles an ad and search plan.
   • Refer to Ad and Search Plan example for requirements needed in both documents. Please note, it is the department’s choice if they would like a long ad and short ad.
   • Search plan for tenure-line searches must include the search committee list, the locations of ads (indicating which are in print and which are online), and a time line for the search. Please note, a print ad is no longer required for tenure-line searches.
3. The ad and the search plan are submitted to the College Faculty Coordinator for approval.
   • The Faculty Coordinator reviews the ad and then submits it to the Dean of the College and Dean of Academic Affairs for approval.
4. Once the documents are approved, the Faculty Coordinator sends a copy of the approved documents to the department admin. The ad is now ready for submission by the department to the advertisement venues that were listed in the approved search plan.
   • For tenure-line searches, the department must keep a copy of all ads placed for possible immigration purposes. This includes all print ads, online ads, listserv ads, and email ads. A file must be kept in the department with hard copies of each ad.
5. Once the department receives the applications, the department should compile an Excel spreadsheet of the contact information (name and mailing address) of the applicants.
   • This spreadsheet should be emailed by the department admin to Deadre Johnson in Human Resources and copied to the College Faculty Coordinator.
6. The department should complete the dates section and the first column (Applications) of the Affirmative Action form with the ethnic and gender makeup of the pool.
   • This form should be emailed by the department admin to the College Faculty Coordinator for processing and approval.
   • A scanned copy of the print ad, as it was in the printed publication, must accompany the form.
7. Once the Affirmative Action form is approved by the College Dean and Dean of Academic Affairs, the College Faculty Coordinator will email the document to the department admin.
8. The department must then compile their shortlist, complete the second column (shortlist) of the Affirmative Action form, and submit it for review and approval.
   - This form should be emailed by the department admin to the College Faculty Coordinator for processing and approval.
   - A copy of the CVs for all the shortlist candidates must be included in the email to the College Faculty Coordinator with the form.

9. Once the shortlist is approved, the College Faculty Coordinator will email the department admin with the approval.
   - The department may now conduct any preliminary interviews such as at conferences or by phone for those candidates on the shortlist.
   - The department may now move forward to determine the campus interview list.

10. Once the department has selected the candidates for the campus interview list, they must now complete the third column (Campus Interview List) of the Affirmative Action form.
    - This form should be emailed by the department admin to the College Faculty Coordinator for processing and approval.
    - A copy of the CVs and the Letters of Recommendation must be included in the email to the College Faculty Coordinator with the form.

11. Once the list has been approved, the College Faculty Coordinator will send the approved form to the department admin. The department can now move forward to schedule campus interviews.
    - Before the candidates are contacted to finalize interview dates, the department should contact the Assistant to the Dean of the College and the Assistant to the Dean of Academic Affairs to inquire about availability for interviews and possible dates.
    - Next, the department should contact the candidates for campus interviews.
    - Please note, at this time, the Department Chair and search committee should refer back to the Human Resources' handout titled “Lawful and Unlawful Questions” of questions that can be discussed during the interview.
    - During the interview, the department representative should inquire with each candidate interviewed, “If chosen, are you able to provide eligibility to work in the United States at any institution.” Please note, this question must be asked by the Department Chair or Search Committee Chair but not by the department admin. Please remember that all candidates must be treated the same for the interviews which means all must be asked this question. The department must note on the checklist who asked this question.

12. Once interviews have been conducted the department should have a discussion with the Dean concerning the candidates before the department votes on the candidate. Once the department votes and a top candidate is determined, the Department Chair should email the Associate Dean of Budget and Administration with the CV of the chosen candidate and the
salary and rank desired. The Associate Dean of Budget Administration will then process the request.

13. Once approved, the Associate Dean of Budget will contact the Department Chair with the approved rank and salary.
   - A verbal offer can now be made to the candidate by the Department Chair.

14. Once the candidate accepts the verbal offer, the department can then begin the formal hiring paperwork.
   - The department admin should email the College Faculty Coordinator to obtain a position number.

15. If a visa is needed for the candidate, the department admin should contact the College Faculty Coordinator to start the visa process.
   - If an H-1B is needed, the College Faculty Coordinator will contact the General Counsel’s office to inquire which attorney will be working with the faculty member.

16. In order to comply with the Clery Act required by the Federal Government, the department admin should email the final candidate a copy of the Public Safety Annual Report available from the Public Safety’s website.
   - A copy of that email should be printed and included in the hiring paperwork.

17. The Affirmative Action form must be completed and submitted by the department with the other hiring materials required in the checklist.
   - The department admin should complete the bottom section of the Affirmative Action form which requires information be noted about the selected candidate.

18. Once the paperwork is completed by the department, the file should be submitted to the College Faculty Coordinator for processing.
   - The final documents will be mailed to the candidate by the Office of Human Resource.

19. The department should now refer to the University Retention Policy for saving materials from the search.