Quick Guide to Term Searches

1. The Department Chair receives approval to conduct a search.
2. The department compiles an ad and search plan.
   - Refer to ad example to assist in requirements needed in ad.
   - Search plan for term searches should include the search committee list and the locations of ads (indicating which are in print and which are online). Please note, a print ad is not required for term searches at this time.
3. The ad and 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 the 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.
5. Once the department receives 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 Deandre Johnson in Human Resources and copied to the College Faculty Coordinator.
6. The department should complete the dates section and 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.
7. Once Affirmative Action form is approved by the College Dean and the Dean of Academic Affairs, the College Faculty Coordinator will email the document to the department admin.
   - The department can then move forward on the search to determine the shortlist and campus interview list.
   - If the department wishes to conduct preliminary phone interviews of the shortlist to determine the campus interview list, this can be done during this time without additional approvals.
8. Once the department compiles a campus interview list, the department must complete the last two columns of the Affirmative Action form (Shortlist and Campus Interview List).
   • The form and CVs of the Campus Interview List candidates should be emailed by the department admin to the College Faculty Coordinator for processing and approval.

9. Once the list is approved, the College Faculty Coordinator will email the department admin with the approval. The department may now contact the candidates for campus interviews.
   • Please note, the Department Chair and the Search Committee should refer back to the Human Resource’s handout titled “Lawful and Unlawful Questions” for 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.

10. Once interviews have been conducted 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 and Administration will then process the request.

11. 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.

12. 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.

13. If a visa is needed, the department admin should then contact the College Faculty Coordinator.
   • For term faculty, the visa is normally a J-1 visa. If this is the case, the College Faculty Coordinator will send the department admin the necessary materials that will need to be completed by the candidate.

14. 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.

15. 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.

16. 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 Resources.

• If a J-1 visa is needed, the supporting documentation for the visa must be included with the hiring paperwork. All items must move forward together.

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