

TEMPORARY POOL SEARCH SCHEDULE – SPRING 2022

This schedule provides deadlines for the main steps in the Temporary Pool Search process. Detailed descriptions are available within the Search Procedures and Guidelines document. Any of these steps can be accomplished earlier than the deadline, but all steps must be completed on time to ensure a fair and equitable hiring process.

	Deadline	Task
	Prior to January 18th	Department decides they want to refresh their lecturer pool and establishes the hiring committee.
	Prior to or on January 28th	<p>Deadline to attend one of the mandatory informational meetings with Academic Personnel to discuss recruitment strategy and diversity goals.</p> <p>Meetings will be by Zoom from 12pm-1pm on the following dates:</p> <ul style="list-style-type: none"> • Thursday, January 20th 2022 • Friday, January 21st 2022 • Wednesday, January 26th 2022 <p>At least one member of the search committee is required to attend an informational meeting – attendance will be taken.</p>
	<p>Prior to February 11th</p> <p>Jobs posted by February 25th</p>	<p>Submit electronic Endorsement Packet via email to Academic Personnel, digitally signed by the School Dean & Search Committee Chair. Includes:</p> <ul style="list-style-type: none"> + Cover Sheet for Position Opportunity Announcement (POA) Form + Recruitment Strategy Description + Criteria & Interview Questions + Lecturer Professional Qualifications & Duties of the Position Form + Ad Request Form (optional) + POA template filled out <p><u>Jobs must be posted for a minimum of 30 days.</u></p>
	No later than April 11th	Lecturer PAFs and Qualified Course Forms must be reviewed. (Prior to Submission of Approval to Interview Form)
	No later than April 13th	<p>Submit Approval to Interview for Faculty Positions Form to Academic Personnel.</p> <p>Must be approved by AVP for University Personnel before interviews are conducted.</p>
	No later than May 19th	Submit Recommendation for Temporary Faculty Pool Form to Academic Personnel.