

Tenure Track and Visiting Professor Recruitment Process Overview

I. Establish the Search Committee

A Search Committee is elected by the department from the tenured faculty in the department (CBA 12.22) and should be composed of at least three faculty members as voting members. Probationary faculty teaching both semesters can serve on the search committee at the request of the department, with the Dean's recommendation and approved by the Provost. Send requests to search@sonoma.edu.

II. Recruitment Materials

The Search Committee is responsible for submitting the following documents to the FAS Recruiter to create the job posting: Position Opportunity Announcement (POA), Search Logistics Form, Recruitment Plan and Unconscious Bias & Confidentiality Agreement.

III. Recruitment Meeting

The AVP for Faculty Affairs and Success (FAS) and the FAS Recruiter will meet with the Dean and the search committee to review the recruitment process and the submitted forms.

IV. Position Entry

The FAS Recruiter will prepare the POA in PageUp.
Upon review and approvals initiated in PageUp, the job will be posted for the predetermined recruitment period.

V. Review Applications

Members of the search committee should review all applications individually first. All members will have access to PageUp and reviews can start as soon as applications are in. All applications submitted by the deadline date must be reviewed.

VI. Approval to Interview

The search committee chair will change applicant statuses in PageUp to either "Search Committee Review Successful" or "Unsuccessful" based on the committee's final determination of reviewed candidates. The chair will then notify the Dean of the top selected candidate(s) and the Dean will review. Once the Dean confirms/approves, the chair will reach out to the applicant(s) for an interview date and move the statuses to either "Interview Invite Accepted" or "Declined" in PageUp.

VII. Review Finalists, Verbal Offer of Employment

Once the search committee has selected the candidate(s) it wishes to recommend to the Dean, it should review its findings with the Dean in a formal meeting. The Dean then recommends a finalist to the Provost and/or AVP for FAS and confirms the potential offer. After verbal consultation with the Provost and/or AVP for FAS and confirmation has been received regarding the offer, the Dean calls the finalist and makes a preliminary offer of employment.

VIII. Offer Letter

Upon receipt of a verbal commitment from the candidate, the Dean will advise the FAS Recruiter and submit the Tenure Track Offer form. Once the terms of the offer have been approved by all appropriate parties (including the candidate being recommended), FAS will produce the Provost's letter of offer. The FAS Recruiter will notify the search committee as well as the Dean when the finalist signs and returns the offer letter.

IX. Recruitment Closure Documents

At the time the finalist returns the signed letter of offer to FAS, they will submit approval for a background check. Once that comes back approved, the FAS Recruiter will send an email in PageUp to the remaining candidates, informing them of the outcome of the search. The **Search Committee Chair** must submit to FAS the **Final Recruitment Report** within two weeks of the signed offer letter.