

TEMPORARY POOL SEARCH SCHEDULE SPRING 2021



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.

✓	Deadline	Task	Page #
	Prior to January 15th	Department decides they want to refresh their lecturer pool and establishes the hiring committee.	3
	Prior to or on January 28th	<p>Deadline to attend one of the mandatory informational meetings with Faculty Affairs 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"> • Wednesday, January 20th 2021 • Friday, January 22nd 2021 • Thursday, January 28th 2021 <p>At least one member of the search committee is <u>required</u> to attend an informational meeting – attendance will be taken.</p>	2
	Prior to February 5th Jobs posted by February 26th	<p>Submit electronic Endorsement Packet via email to Faculty Affairs, 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>	4-5
	No later than April 5th	Lecturer PAFs must be reviewed. (Prior to Submission of Approval to Interview Form)	5-6
	No later than April 13th	Approval to Interview for Faculty Positions Form must be submitted to AVP for Faculty Affairs for approval.	6
	No later than May 18th	Submit Recommendation for Temporary Faculty Pool Form to Faculty Affairs.	7