

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 AVP for Faculty Affairs and Success.

All committee members are required to sign a confidentiality statement.

II. Recruitment Meeting

The AVP for Faculty Affairs and Success and Faculty Affairs Recruiter will meet with the Dean and the search committee, to review the recruitment process and provide the search committee with instruction.

III. Recruitment Materials

The Search Committee is responsible for submitting the following documents to the Faculty Affairs Recruiter to create the "Job Card": Position Announcement (POA), Job Card Routing, Users and Approvals Form, One-page recruitment and advertising strategy, Advertising Request Form and Ad Copy (Optional)

IV. Job Card

*The Faculty Affairs Recruiter will prepare the position announcement 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 as soon as applicant materials are available in PageUp. The materials will be available within two business days after the application deadline. Search committee members will receive an automated email from PageUp with a link to the search committee portal where applicant files can be reviewed by all committee members.

VI. Approval To Interview

*The search committee chair will request "Approval to Interview" in PageUp.
The Dean will review the short and long list of applicants to ensure a sufficient pool.
Once the request for "Approval to Interview" has been approved by the Dean, the search committee will be notified via an automated email notification from 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 them in a formal meeting. The Dean then recommends a finalist to the Provost and/or AVP for Faculty Affairs and Success and confirms the potential offer. After verbal consultation with the Provost and/or AVP for Faculty Affairs and Success 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 meet with FA Recruiter to complete the "Offer Card" in PageUp. Once the terms of the offer have been approved by all appropriate parties (including the candidate being recommended), Faculty Affairs will produce the Provost's letter of offer with all of the terms and conditions of employment. The FA Recruiter will notify the department chair, committee chair and 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, Faculty Affairs will send an email in PageUp to the remaining candidates, informing them of the outcome of the search.

*Recruitment Committee is to submit to Faculty Affairs the **Final Recruitment Report** within two weeks after the conclusion of the search.*