SAMPLE RECRUITMENT WORKFLOW FOR TENURE-ELIGIBLE FACULTY POSITIONS

This is an optional resource that is modeled after a College of Liberal Arts and Sciences document. Adapt the steps for your unit and academic college. Credit: Stacy Kilstofte and Mallory Hamilton, Iowa State University.

Development of Search Committee

☐ Tenure-track (includes tenure-eligible, tenured positions) search approved by college and department chair notified by dean's office.

☐ Department chair appoints a search committee chair and members and also provides the charge.

☐ Search committee members’ names provided to dean’s office; committee may include an external member who could be a potential collaborator with the candidate. External members may serve as process observers, who fully contribute to the process but do not participate in department-specific processes or voting.

☐ Search committee members complete ISU ADVANCE search committee training.

Job Posting and Advertising

☐ Search committee and department chair develops draft job posting and evaluation matrix (if applicable) for college review, forwards to Human Resources (HR) Coordinator.

☐ College approves draft job posting and develops evaluation matrix or provides additional feedback.

☐ Posting is submitted to HR Coordinator for approval and posting.

☐ Job posting active on ISU job board. External posting best practices follow:

- Department facilitates external, national/international job postings and includes the National Registry of Diverse & Strategic Faculty at www.theregistry.ttu.edu. User name = isu and password = goclones

- To satisfy potential sponsorship needs, it is best practice to post your job posting in the Chronicle of Higher Education.

- A minimum of 30 calendar days is required either in print or electronically.

Request to Screen Candidate Pool

☐ After the lapse of the guaranteed consideration date, the search committee chair prepares the request to the college to review candidate pool.

☐ Search committee prepares statement for recruiting diverse candidates such as:

- Brief statement of the committee efforts to recruit a strong and diverse pool of candidates.

- Statement of where the department is underutilized relative to candidate demographics nationally. Utilize national data sources.
- Description of whether the percentage of the candidate pool is representative of the national pool of available, underrepresented individuals in the discipline.

Dean coach (e.g., Associate or Assistant Dean) reviews and approves candidate pool or requests additional recruitment efforts.

Candidate Screening Process

- After college approval, the search committee begins reviewing the candidate pool against the evaluation matrix developed at the time of posting.

- Search committee chair requests permission from the college or HR to interview and submits completed evaluation matrices.

- Upon college approval, HR Coordinator loads candidate ratings into Workday and provides final administrative approval for interview.

- Search committee can make contact with candidates and communicate interview interest; departmental administration can support logistic and scheduling support.

Interview Process

- Initial interviews can be conducted via phone or Zoom/WebEx to narrow the pool of candidates for an on-campus interview. Dean coach must approve narrowed list of candidates for on-campus visits if virtual interview or other down selection was utilized.

- Schedule on-campus interviews, note:
  - Who are candidates expected to meet with?
    - Dean and/or associate dean?
    - Provost or/or associate provost?
  - Contact administrative specialists to schedule interviews with the dean and/or provost’s office (as applicable).

- Contact references for top candidates. Should off list calls be made and documented for top candidates being considered for an offer with tenure?

Hiring Process

- Search committee/chair submits a summary to the department chair identifying each candidate’s strengths and weaknesses. Summary may reflect rankings of final candidates (if requested by the department chair).

- Department chair selects candidate for hire and requests dean’s approval.
After receiving dean’s approval, chair begins unofficial offer conversation, note:
- This conversation can include salary expectations, start-up needs, dual career accommodation, space, start date, and other related matters.
- If start-up will be part of the offer, consult with dean coach.
- If a dual career accommodation will be part of the offer, contact dean coach.

Department chair obtains college approval on terms of appointment and provides offer letter draft to HR Coordinator.

HR Coordinator creates offer letter in Workday (document generates immediately via DocuSign) and routes through the university for approval as follows:
- Department chair
- Dean’s office
- Provost’s office

Once candidate has signed their offer letter, a background check is initiated.