

## Faculty Recruitment Timeline Planning Tool

Target Date	Steps in Recruitment Process
	<p>Draft Vacancy Announcement with Review from Equity Advocate.</p> <p><b>Complete Authorization to Recruit Google Form</b> – Provide any attachments as requested by the form – APS will review, request additional information if needed, and initiate the recruitment approval process in PageUp.</p> <p>Faculty Search Orientation (if requested) – Contact APS to schedule meeting to review vacancy announcement, discuss advertising/outreach plans, and/or review recruitment process.            Upon approval in PageUp, APS posts vacancy announcement and places approved advertisements. Search Committee should begin active outreach to professional networks and other institutions.</p> <p><b>Deadline for First Review of Applications. (must be posted for minimum 30 days)</b></p> <p>APS moves pool to review status in PageUp and committee reviews applications for minimum qualifications/application completeness.</p> <p><b>First Review Complete – ODEI Reviews Pool.</b></p> <p>Upon notification of ODEI’s approval, committee screens applications according to minimum criteria and develop drafted interview questions with Equity Advocate’s input.</p> <p>Committee identifies applicants for Zoom/telephone interviews.</p> <p><b>Request to Interview (Zoom/telephone) in PageUp</b> – Provide APS with completed screening matrix and drafted interview questions.</p> <p>Conduct Zoom/telephone interviews, upon notification of approval.</p> <p>Committee selects applicants for on-campus interviews.</p> <p><b>Request to Interview (on-campus/personal)</b> – Provide APS with reasons for non-selection for the Zoom/phone interviewed candidates who were not selected to move forward, and draft on-campus interview questions with Equity Advocate’s input.</p> <p>Conduct on-campus interviews, upon notification of approval. Contact APS to arrange interview with the AVP for Faculty Affairs (Provost Designee) and provide APS with finalized itinerary prior to interviews.</p> <p><b>Conduct Reference Checks</b> – be sure to move candidate to the “Request for Reference” status in PageUp prior to reaching out to contacts.            Complete Reference Check for Recommendation Candidate Form and send forward to APS along with documentation of strengths and weaknesses for all interviewed candidates.</p> <p><b>Make Recommendation to Dean in PageUp.</b></p>

**Next Steps:** Upon review, Dean/Director will make verbal offer to candidate(s). Once verbal offer is accepted, the Dean/Director will move the candidate to the “Verbal Offer Accepted” status in PageUp and provide offer details via the Tenure Track Offer Details Google Form for APS to review and approve. APS will draft the formal letter of offer and complete the Offer Card in PageUp for the Provost’s review and approval. Once approved, letter of offer is sent to candidate (through PageUp) for their consideration. Once the candidate accepts the offer, APS will notify Search Committee, Dean/Director, and Provost of their offer acceptance and close the pool.

**Recruitment process should be completed no later than mid-April.**

**For BOLDED steps:** Do not proceed to the subsequent step in the process until you have received approval notification from APS.

**Any exceptions to the above process must be requested in writing and approved by APS before implementing.**