

SUMMARY OF RECRUITMENT PROCEDURES FOR TENURE TRACK, TERM, AND FULL-TIME TEMPORARY POSITIONS

Form or Document:	Completed by:	Approved by:	Copies/signed forms sent to:
Request to Fill Open Faculty Position (<i>Form</i>)	Department Head	Department Head Dean EVP & Provost	Dean's Office Office of the EVP & Provost Compliance & Equity Management (OCEM)
Position Announcement, Advertising copy, and Recruitment Plan	Search Committee Department Head	OCEM	Department Office/Search Chair OCEM
Letters acknowledging receipt of applications are sent with link to electronic data card. <i>Make sure to include the search and applicant number.</i>	Search Committee Chair or Department	—	—
Faculty Interview Pool Approval (<i>Form</i>)	Search Committee Chair	Department Head Dean OCEM	Search Chair Department Head Dean
Disclosure & Authorization* (<i>Form</i>) for background check/degree verification	Department Head and all interviewed candidates	—	Human Resource Services (HRS) with copy of education history from vita
Faculty Search Committee Recommendation (<i>Form</i>)	Search Committee Chair	Search Committee Members	Search Chair Department Head Dean OCEM
Faculty Employment Selection Record (<i>Form</i>)	Department Head	Dean EVP & Provost	Search Chair Department Head Dean OCEM
Letter of Offer with signed acceptance*	Dean	—	OCEM HRS EVP & Provost Department Head
Letters to Applicants & Interviewees	Search Chair or Department	—	—

*The Department sends the signed Disclosure and Authorization Forms to HRS, but HRS will not conduct a background check until they receive a copy of the signed offer letter.