Overview of the Process for Hiring Tenure-Track, Clinical and Research Faculty and Lecturers on Renewable Appointments

Process Flow Diagram and Checklist

A. Initial Approval of the Division Administrator/Dean

(after consultation with the provost)

B. Establishment of a Search Committee

(Unit/Department and Unit Administrator/Department Chair)

C. Preparation and Approval of Position Announcement and Recruitment Plan in PeopleAdmin

D. Advertising

Human Resources

E. Candidate Pool, Screening, and Rationale (FS5)

(Search Committee --> Division Administrator/Dean --> Director & Title IX Coordinator of Affirmative Action and Equity)

F. Campus Interviews

(Search committee and other stakeholders)

G. Hiring (FS6)

(Search Committee --> Unit Administrator/Department Chair --> Division Administrator/Dean --> Candidate --> Director & Title IX Coordinator of Affirmative Action and Equity -- Human Resources)