

SC Chair Initial	Date	Faculty Search Procedure Checklist
		DH obtains permission from Dean to begin the search.
		DH forms a Search Committee.
		Committee Chair arranges for Search Committee to meet with Department Head to discuss recruitment procedures and the pursuit of excellence and diversity.
		Search Committee Chair submits recruitment plan, position description, hiring plan, and search committee membership to DH.
		With DH's approval, all documents above are entered into Interfolio.
		Upon approval, the Department Head routes to the College for approval.
		Committee Chair sends the approved position announcement to appropriate advertising outlets.
		SC members make personal contacts to seek highly qualified applicants.
		Committee Chair informs DH who informs the Dean about the characteristics of the pool (in relation to the job advert). If the DH and Dean approve, the Search Committee can begin the process of narrowing the set of candidates.
		Search Committee makes a recommendation to DH regarding candidates to be invited for interviews and DH seeks Dean's approval of candidates. Search Committee develops an itinerary for each visiting candidate.
		After the visit(s), Search Committee Chair polls faculty regarding candidate(s) and meets to review responses received and render its recommendation to DH.
		DH meets with Associate Dean for Faculty Affairs regarding a possible offer. If the offer includes a recommendation for tenure, the Department P&T Review Committee must meet to review the completed dossier and vote. The process will be identical to the P&T process done in the fall. With the exception for candidates who are full professors and coming from peer institutions, expedited review for tenure (formerly known as TOA) will be conducted and only 3 reference letters will be required. DH then forwards candidate's file and Department P&T Review Committee recommendation to Associate Dean for Faculty Affairs for review and approval by the CEHD P&T Committee and the Dean.
		If an offer is to be made, the department submits an Approval of Offer packet to the Dean's office for approval.
		If no offer is made or the offer is not accepted, the DH, in consultation with the Search Committee and Associate Dean for Faculty Affairs, decides whether to invite another candidate, to continue, reopen, or close the search.

This procedure is described in greater detail in "Procedures for Faculty Recruitment in the College of Education: Department Head, Search Committee, and Committee Chair Responsibilities" (Approved by the Dean's Council October 1, 2019)