FACULTY SEARCH PROCESS

Department Chair
Requests Faculty Position

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Dean
Approves Chair Request
Sends Recruiting Requisition to OAA

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Vice President
Approves Recruiting Requisition

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Department Chair
Submits Ad for posting

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Academic Affairs Office Manager
Posts Ad

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Department Chair
1. Receives Applications
2. Recommends to Dean interview of Selected candidates
3. Forwards recommended files to AA to CAS Dean

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Dean

1. Requests campus interviews
2. Forwards recommended files to VP

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Vice President
Approves candidates for campus interviews

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Department Chair

1. Contacts candidates to schedule campus visit
2. Works with AA to CAS Dean to check both Dean and VP schedules for campus visit.

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Department AA

1. Arranges travel and housing
2. Forwards itinerary to AA to Dean

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AA to CAS Dean

1. Schedules Dean and VP interviews
2. Schedules All Campus Committee interview, HR meeting

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Department Chair
Schedules department interview, teaching demonstration, transportation to campus from lodging, any other interviews

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AA to CAS Dean

1. Works with Department chair and AA to finalize itinerary
2. Distribute candidate file to All Campus Committee members

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Department Chair
Makes hiring recommendation to Dean

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Dean
Submits recommendation for hire to VP

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Vice President
Approves Recommendation, Sends offer letter