



Full Time Faculty Hiring Procedures

Submits a list of all faculty requests to the provost office for the next academic year.



Submits list to the president for approval.



Communicates approval/denial for each requested position to dean

*Approved requests continue. Denied requests get tabled.



Obtain Search Committee and designate Search Committee Chair.



Create position posting in PeopleAdmin



Review applicant resumes in PeopleAdmin and proceed with phone interviews.



Recommend 3 unranked candidates to the Dean for on campus interviews and provide estimated cost (flight, hotel, meals) associated with interviewing.



Obtain budget for on campus interviews from Provost Office



Provides approved budget to Dean and Search Committee Chair

*Only approved amounts will be reimbursed from Provost Budget



Work with Deans Admin to set arrangements for all on campus interviews. Proceed with interviews. Contact HR if candidate desires to review institutional benefits.

Legend



