

Faculty – Tenure Track Search Process Checklist

STEP #	STEP	PERSON(S) RESPONSIBLE	NOTES
1	Department/Dean is notified of approval to search/fill a vacancy	Provost's Office	<input type="checkbox"/> Search Committee is formed – comprised of a diverse group of participants offering multiple perspectives, expertise, and independent decision makers. <input type="checkbox"/> Names of Search Committee sent to Dean for approval, cc: HR Specialist.
2	Outreach to Human Resources to create posting	Search Chair HR Specialist	<input type="checkbox"/> Search Chair works with HR Specialist to create a Position announcement (posting). <input type="checkbox"/> HR seeks Search Committee's approval of completed posting.
3	HR seeks final approval from Provost's Office	HR Specialist	<input type="checkbox"/> HR sends posting for review and approval to the Provost. <input type="checkbox"/> Ad will run for at least 30 days. <input type="checkbox"/> HR posts the job on iup.edu/higheredjobs.com.
4	Outside Advertising	Search Chair	<input type="checkbox"/> All other outside advertising is the responsibility of the Search Chair. Contact procurement for information regarding outside advertising. Copies of these ads must be sent to the HR Specialist.
5	Candidates Referred	HR Specialist	<input type="checkbox"/> Qualified candidates will be referred via NeoEd after the 30 days are complete.
6	Review of Candidates/ Interview Questions	Search Committee	<input type="checkbox"/> Search Committee may start reviewing candidates as they are referred. Criteria should be specific for selection, or elimination based on the qualifications on the job posting. <input type="checkbox"/> After evaluations are complete Qualification Matrix must be completed at this time and emailed to the HR Specialist. Please use rejection codes provided. <input type="checkbox"/> Rationale for not moving a candidate forward should be clear and verifiable from the application materials. <input type="checkbox"/> Search Committee should start drafting interview questions for both first round zoom/telephone interviews, and second round on-campus interviews. There must be one diversity question in each set of questions. <input type="checkbox"/> Search Committee seeks HR Specialist's approval of interview questions.
7	Candidates chosen for preliminary Zoom/telephone interviews	Search Committee	<input type="checkbox"/> Email the list of candidates for Zoom/telephone interviews to the HR Specialist, after first receiving approval from the Dean. <input type="checkbox"/> Search Committee to schedule preliminary interviews. <input type="checkbox"/> Take notes. Recording of telephone/Zoom etc. interview is NOT permitted. <input type="checkbox"/> After interviews, please complete "Applicants Invited for Zoom/Phone Interviews" and email to the HR Specialist.
8	Turn Down Notices – Candidates not chosen for Interviews	HR Specialist	<input type="checkbox"/> HR Specialist will send out turn down notices to all candidates that were not chosen for Zoom/telephone interviews, unless otherwise directed by the Search Chair.
9	Seeking approval for On-Campus Interviews	Search Chair/ HR Specialist/	<input type="checkbox"/> Search Chair to send a list of candidates chosen for on-campus interviews to the Dean. At least 3 candidates should be selected, and candidates must have all 3 references at this point. <input type="checkbox"/> Second tier candidate names are recommended for possibility of invitees declining. <input type="checkbox"/> HR Specialist must be copied on the email from the Dean giving approval of those candidates.

			<p>□ The HR Specialist will then put together the necessary documents to seek Provost's approval to bring the candidates to campus.</p> <p><i>Interviews are not to be scheduled until Provost's approval has been received. HR Specialist will inform Search Chair.</i></p>
10	Travel Arrangements	Search Chair	<p>□ Carol Ramer can assist with information for travel arrangements for those candidates attending on-campus interviews. Ext 2602 or email at cramer@iup.edu</p>
11	On-Campus Interviews	Search Chair	<p>□ Make sure interview questions have been approved by HR.</p> <p>□ Schedule on campus interviews. Send itineraries to HR Specialist.</p> <p>□ Once interviews are complete and a decision has been made, let HR Specialist know if all candidates were suitable or not for hire. You will be informed at that time if a veteran was in the pool.</p> <p>□ Search Chair is to complete the form "Applicants Invited for On Campus Interviews" and email this to the HR Specialist.</p>
12	Faculty Vote & Offer	Search Chair/Dean	<p>After on campus interviews and faculty vote, Dean solicits Provost's approval to make an offer to the selected candidate. If candidate accepts offer, Dean's Office submits Authorization and Appointment Form, Department Recommendation Form, English Fluency Form to Lorie McDowell at Lorie@iup.edu.</p>
13	Onboarding	HR Specialist	<p>Once the authorization form is signed by the VP and Budget, the HR Specialist will send out an appointment letter and will start onboarding the new hire through NeoEd.</p>
14	Turn Down Notices	<p>HR Specialist</p> <p>Search Chair</p> <p>Search Chair</p>	<p>It is important to treat all candidates with respect, kindness, and professionalism, after all, they have spent a lot of time preparing their applications and for their interviews.</p> <p>Three Tier Approach:</p> <p>□ First Tier candidates that are eliminated as not qualified – Human Resources Specialist will send a short, polite, encouraging email, letting them know that they have not been selected for interview.</p> <p>□ Second Tier candidates that make it to Zoom/telephone interviews but not to campus interviews. More in-depth email and a little more personalized. Should not be completed until final hiring decision has been made.</p> <p>□ Third Tier candidates that make it to on campus interviews but are not chosen. This level should be the most personalized and detailed to the individual candidates.</p>
15	Failed Search		<p>If your chosen candidate declines the offer, and the other candidates are not acceptable, this is then a failed search. With Provost approval, a temporary faculty member can be hired for the academic year, and the search can be run again the following year.</p>