

## Summary of Faculty Hiring Procedures

*All communications will take place through the department chair.*

**Step 1:** Complete and submit a ***Request to Fill Position, Form A***. Receive notification from the Provost of authorization to conduct search.

Attach to Form A, the following:

- ***Equal Opportunity Recruitment Plan, Form B***
- Job description
- Vacancy announcement (long ad) and ad language (short ad); (template available online)
- Recruitment agenda with timelines
- Mentoring Plan

**Step 2:** Following Search & Screen Committee membership approval, the Department Chair, Search Committee Chair, all Search Committee members and the Academic Department Associate will meet with the Provost and designees to receive Red Search File Packet. The meeting will be coordinated through the Provost's Office. The recruitment process and the mentoring/retention plan developed by the department will be discussed.

Red File Meeting: A red folder will be provided with the appropriate forms for each search. All documentation of the search, including forms, ad copies, purchase orders, minutes, assessment criteria, emails, etc. are to be kept in the folder. Individual applicant files will be kept separately. The red folder and all applicant files will be retained in the Affirmative Action Office at the completion of the search.

**Step 3:** The Department Chair will be notified by the Provost's Office following approval of submitted materials by the Provost and Affirmative Action Officer. Submit purchase requisitions to the Provost's Office as well as electronic versions of job description and vacancy announcements. The Provost's Office will e-mail approved vacancy announcements to Human Resources for posting on UW-S Employment Opportunities website and HigherEdJobs.com.

**Step 4:** Submit to the Provost and Affirmative Action Officer all questions and assessment criteria used in the process. This includes interview questions and questions from other venues if the candidates' answers will be used in the hiring decision. (Examples of interview questions available online)

**Step 5:** Send ***Affirmative Action Data Form (insert search number on form before sending) and Confidential Communication/Disclosure Form, Form C (insert search number at top of form and return address at bottom of form before sending)***, and ***postage paid envelope*** to each applicant with acknowledgement letter.

**Step 6:** Complete ***Authorization to Interview, Form D, Roster of Applicants, Form E, and Applicant Interview Expense Authorization, Form F***, and submit all three forms to the Provost with the candidates' complete search files. In addition, submit all other applicant files received to the Provost's Office for the certification process.

**Step 7:** Provost's Office will forward the above materials to the Affirmative Action Officer to certify the pool prior to interview.

**Step 8:** Schedule on-campus interviews and include meetings for each candidate with the Provost's Office and Human Resources Office.

**Step 9:** The Department Chair and Search Committee Chair will meet with the Provost's Office to submit and discuss the ***Candidate(s) Recommended for Appointment, Form G***, listing the strengths and weaknesses of each acceptable candidate for the Provost's approval. The Provost may select a candidate; reconvene the search committee; re-interview a candidate; or perform reference checks.

**Step 10:** The Provost's Office will send a Letter of Intent to the finalist. Following the Provost's receipt of the signed Letter of Intent, the Department completes the ***Recommendation for Appointment, Form H(1)***, and submits to Human Resources with the candidate's vita and transcripts, if available, to complete their personnel file. Human Resources will conduct the Criminal Background Check and send a contract letter to the candidate.

**Step 11:** Complete the ***Statistical Report on Search Conclusion, Form I***, and put in red search file.

**Step 12:** Turn in complete red search file with all applicant files to the Affirmative Action Office to be retained for six years.

*All of these forms are available at the following link:* [http://www.uwsuper.edu/wb/hr/recruitment\\_unclass](http://www.uwsuper.edu/wb/hr/recruitment_unclass)

**NOTE:** The Red File and the HR website contain the ***Recruitment Guide for Positions of 50% or Greater***; however, search committees should be aware that it is currently under revision. The Summary of Faculty Hiring Procedures is accurate, and it, along with the document on screening process, refers to the actual process and forms that should be used in your search.