

DEAN AND CHAIR HIRING CHECKLIST

_____ Search committee established _____ Appoint administrative support _____
Prepare search schedule _____ Review Affirmative Action guidelines with committee
_____ Establish selection criteria _____ Prepare Recruiting Plan and Position
Vacancy Announcement _____ Define a complete applicant file _____ Recruiting
Plan and Position Vacancy Announcement approved _____ Advertise and seek
nominations _____ Correspondence to nominees, nominators, applicants _____
Send address labels to Faculty Records _____ Review/modify initial rating sheet and
criteria for rating

_____ candidates with committee _____ Establish location and procedure for
committee to review files _____ Committee reviews files _____ Select acceptable
candidates and 3-4 to be interviewed _____ Complete Faculty Applicant Log Form
and Continuation page(s) _____ Submit log, top list and top candidate files via
appropriate channels _____ Schedule interviews upon approval of log _____
Submit vita/resume to all who will interview _____ Interview and select successful
candidate _____ Job offer made by VPAA or Dean _____ Notify candidates not
selected _____ Submit completed log and contracting materials _____ Contract
prepared and sent out by VPAA