

FACULTY HIRING CHECKLIST

- _____ 1. Position authorization secured.
- _____ 2. Search committee appointed.
- _____ 3. Criteria established for the position and advertisement developed.
- _____ 4. Advertisement developed.
- _____ 5. Faculty Recruiting Plan and Position Vacancy Announcement approved.
- _____ 6. Advertising for the vacancy placed in accordance with Recruiting Plan.
- _____ 7. Applications acknowledged.
- _____ 8. Notify applicant if file is complete/incomplete upon applicant's request.
- _____ 9. Names and addresses of applicants typed on mailing labels and sent to the Equity and Access Office.
- _____ 10. Search committee review of applications based on advertised and approved criteria completed.
- _____ 11. Applicant Log form submitted for interview approvals via the chair/director, dean, and Chief Diversity Officer and Director of Equity and Access to the Provost.
- _____ 12. Interview(s) scheduled.
- _____ 13. Transcripts secured from candidates scheduled for an on-campus interview.
- _____ 14. Interview schedule and vita/resume sent to all individuals who will be interviewing candidates.
- _____ 15. Special hiring inducements, if any, approved by chair/director, dean, Provost and President, as appropriate.
- _____ 16. Submit, via the dean, to the Faculty Records Office, the hiring package for the desired candidate.