

## Checklist for Faculty Hiring

*Note: Checklist is based on the CAHSS Faculty Hiring Guide. Consult the Guide for details about each step.*

- Get approval from the Dean for the position, rank, and area of focus.
- Search committee meets with ODI.
- Get approval for job ad, including wording and posting locations.
- Develop initial screening criteria for candidates. Eliminate candidates who do not meet minimum qualifications.
- Develop shortlist based on screening criteria, and submit to department chair/director for approval.
- Chair/director reviews pool and consults with EO. The chair/director may request the search committee to revisit the pool.
- Conduct initial interviews (phone/Zoom/convention).
  - Review “steer clear” guidelines before the interviews.
  - Review best practices for interviews in the faculty hiring guidelines.
- Get approval from Dean to bring 3 finalists to campus.
- Schedule meetings for all candidates with ODI and the associate dean.
  - Provide a list of affinity groups to the candidates, and schedule meetings with groups if candidate requests them.
- Chair seeks approval from the Dean to make an offer.
- Chair makes verbal, conditional offer to candidate and request for permission to do a background check.
- Notify the Dean upon acceptance and work with Jeff Quinlisk on the contract process.
- Contact all unsuccessful applicants to notify them that they were not selected.
- Update final hiring status of all applicants in the online system.
- Send all notes and other search materials to Shared Services.
- Debrief on the search, making notes of successes and areas of improvement for the next search.
- Develop a plan for the successful advancement and support of the new faculty member.