

Checklist: Summary of Faculty/Academic Staff Hiring Process

Updated: 11/12/08

D/SC: Dept./Search Committee

EAA: Equity & Affirmative Action Office

FORM	Initiated by D/SC	Initiated by EAA	Approved by EAA
Phase 1			
1a. Secure permission to hire from appropriate university officer	X		
1b. Contact Hayes Hill Titling Advisory Committee if the position is an Academic Staff Category "A" or "C" AND is a new position and/or has significant changes in the responsibilities.	X		
1c. Academic Staff Council (ASC) approval is needed for Academic Staff positions in Category A&C that are GPR funded and will be identified as Fixed-Term .	X		
2a. Submit Position Announcement FORM (Form 2)	X		X
2b. Develop a Job Description (optional but recommended)	X		
3a. Complete Position Self-Evaluation American With Disabilities Act FORM (Retain in Department File) (Form 1)	X		
3b. Review ADA KEY TERMS	X		
4a. Appoint Search & Screen Committee (include at least 1 female & 1 minority.)	X		
4b. Select the Search & Screen Committee Chair and the Affirmative Action Representative	X		X
5. Submit Composition of Search & Screen Committee FORM (Form 3)	X		X
6. Schedule committee meeting with EAA Director-Call Pat X3915 REQUIRED BEFORE ADVERTISEMENTS CAN GO OUT	X		X
7. Submit Recruitment Plan FORM (with ads & letters attached) (Form 4)	X		X
Phase 2			
1. Send out recruitment material (Ads, letter, etc.)	X		
2. Send Applicant letters acknowledging application with enclosures (job description and EEO FORM (EEO Form with Request-Sample) (See Sample Letter #1 & 2)	X		
Phase 3			
1. Submit Screening Device (Not a form) (include Position#)	X		X
2. Submit Telephone Interview Questions (<i>if applicable</i>) (include to Position #)	X		X
3. Submit Reference Call Questions (include to Position#)	X		X
4. Conduct reference checks; must ask the same set of core questions. Inform applicants that the university conducts blind references.	X		
5. Submit Campus Interview Questions (refer to Position #)	X		X
6. See attached Guide Lines on documenting applications after the Applicant Log has been approved (see Form #10)			
7. Submit Unclassified Applicant Log FORM (Form 6)	X		X
8. Submit Interview Request FORM (for expense reimbursement) (Form 7) (List all finalists.) Additional funds from Provost. (This form will not be approved if the Unclassified Applicant Log has not been approved prior.	X		X
9. Send out Candidate status letters (See Sample letter #3, 4, or 5)	X		
10. Conduct Campus visits and interviews; same opportunity for all candidates; <u>Candidates should visit Academic Affairs (202B Main) to complete form for REQUIRED background check.</u>	X		
11. Submit Appraisal form for Finalist Candidates FORM (Form 8) (Before employment offer) List all "requested interview" applicants.	X		X
Phase 4			
1. Extend verbal offer to first choice candidate; or other candidates	X		
2. Submit Recommendation for Faculty or Academic Staff Appointment (TAN FORM) (Personnel Appointment Form) (Fill out all boxes)	X		X
3. Submit Open Records Requirement FORM (2 days after the Search is closed) (Page 1 of form and addresses are mandatory) Send or email copy to EEA Office. (No signatures required.) (Form 5)	X		
4. UW System Recruitment FORM . (List name if offer rejected) (Form 9)	X		X
5. Applicant Flow Analysis FORM (Final) . Copy to Vice Chancellor and Search & Screen Committee Chair		X	
6. Notify all candidates that position is filled. (See Sample letter #6)	X		
7. Search closed; Department to retain all records for seven (7) years.	X		