Faculty – Tenure Track Search Process/Partner Meeting Checklist

STEP #	STEP	PERSON(S) RESPONSIBLE	NOTES
1	Department/Dean is notified of approval to search/fill a vacancy	Provost's Office/Exception to Hire/Justification Form	Committee is formed if being used - comprised of a diverse group of participants which include females and minorities offering multiple perspectives, expertise and independent decision makers.
2	Outreach to Human Resources	Hiring Manager/Search Chair	☐ Position announcement sent to Dean for approval and cc HR Director/HR Specialist ☐ Names of Search Committee are sent to Dean for approval and cc: HR Director/HR Specialist ☐ Marketing plan sent via email to Social Equity
3	HR seeks final ad approvals from Provost's Office	HR Director/HR Specialist	☐ Once approved by Provost, HR creates ad in Applicant Tracking system (ATS). **All ads 50% greater Fall/Spring or AY are posted for 30 days to meet Article 29; external applicant window to apply can be reduced to as little as 5 days.**
4	Final Copy of long and short ad are sent to Search Chair		☐ HR posts the job on iup.edu/ higheredjobs.com. **All other outside advertising is the responsibility of the Search Chair. Contact Kathy Lucas in procurement for information on outside advertising.** *HR has assumed responsibility for posting and tracking 'national' ads on Higheredjobs.com to fulfill Department of Labor requirements regarding the hiring of Foreign Nationals (FN).* *Use of Chronicle/Chronicle online or other national journal publications can still be used by the Dean/Committee as deemed necessary to attract candidates; however is not required to meet Department of Labor requirements.*
5	Posting Closes – Review candidates.	HR Director/HR Specialist	Search Committee/Dean will receive an email from info@neogov.com that notifies you when candidates are referred for your review, 2-3x week ☐ Reference letters are collected automatically ☐ Search committee reviews candidates and drafts interview questions for Dean/HR approvals.
7	Candidates Selected for Interview	Search Chair	☐ Send names/schedule of phone/skype interviews to HR Director/HR Specialist ☐ After phone/skype interviews, email names of on campus candidates to Dean for approval, cc HR Director/HR Specialist **Phone interviews are not required to be conducted if pool is not robust**
8	Approval to proceed with Interviews	HR Director/HR Specialist	☐ HR reviews EEO data ☐ HR seeks Provost approval for minimum of 3 on campus interview candidates **Three letters of reference and copies of terminal degree transcripts must be confirmed on file by Search Chair for candidates to be forwarded/referred to the Provost's office.**
9	Proceed with Interviews	Search Chair	☐ HR notifies Dean/Search chair of any Veterans in finalist pool ☐ Search Chair provides names/interview schedule
10	Approval for offer from Provost after Faculty vote	Dean	If Veteran(s) were part of on campus pool, Dean should contact HR to discuss next steps before seeking Provost approval.
11	Candidate Accepts – **Successful Search**	HR Specialist	Sends candidate confirmation of verbal offer, onboarding materials and starts clearance process **Clearances must be verified to be in progress before the first day of employment**
12	Turndown Letters to other Candidates	HR Specialist	No other parties are provided copies of confirmation letters unless requested to HR
13	Candidate Declines- **Failed Search**	HR Specialist	Letters are sent out of NEOGOV to other candidates Final steps email sent to Search Chair

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	All search documents should be forwarded to HR for storage/electronic scanning.		
	Materials should be sent in an organized manner and may be forwarded via disc, flash drive or hard copy.		
	Emails that have an effect on an applicant's candidacy should be included; general/informational emails do not need to be included.		

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If you have any other questions please contact the Office of Human Resources:
Main Line: 724-357-2431
Sutton Hall, Room G8

Contact Names: Lindsey McNickle, HR Director, mcnickle@iup.edu
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