

School of Social Work

Full-time Faculty Search/Hiring Process

1. Dean gets approval from Provost/President to hire.
2. Search committee and chair are selected.
3. Submit Faculty Recruitment Form and Job Posting Ad to EOS and Vice Provost for Faculty Affairs for review and approval.
4. Job Ad is posted on PeopleAdmin.
5. Search committee attends Diversity Training through HR/EOS.
6. Distribute ad to CSWE and other beneficial sites/listservs. Keep track of money spent and places the ad was sent to.
7. Establish preliminary review criteria; how are you going to rank the initial pool of applicants and identify the short list to conduct phone/conference interviews?
8. Select candidates from initial pool to move to interview; change their status on PeopleAdmin to "short list". Candidates who were reviewed, but not chosen for the short list will need their status changed to "not recommended for interview"; the system will also ask for a reasoning.
9. Create a list of questions to be used in all interviews.
10. Submit an Interview Request Form for the candidates on the short list.
11. Interview candidates either at a conference, via skype, or via telephone.
12. Based on the interviews; select a pool to bring for on-campus interviews.
13. Change status of selected candidates from "short-list" to "request for interview".
14. Submit On-Campus Interview Request to EEO.
15. Notify candidates, schedule dates, have them fill out a Non-Employee Reimbursement Form, start process CBC Request, work with Connie to get TA.

16. Once CBC is approved and TA is processed, book travel and accommodations through Corporate Travel Partners.
17. Create schedule for campus visits; must meet with Dean Ryan, Dr. Woody, Dr. Cong, Dr. Praetorius, Dr. Mitschke, and deliver a colloquium to faculty and PhD students.
18. Fill in faculty volunteer assignments for meals with candidates as they come in (dinner, breakfast, and lunch).
19. Dean Ryan makes final decision on whether or not to hire the candidates.
20. Official offer letter and Attachment A are created and are sent to Julie Shaw along with the candidate's CV.
21. Upon Provost's approval, official offer letter may be sent to the candidate.
22. Once candidate sends back a signed and accepted offer letter, send a copy to Julie Shaw, Arthur, and Connie.
23. Arrange to receive new hire's transcript. Send to Gina and Laura when received.
24. If needed, arrange for new hire's housing trip.
25. Submit the CCQ.
26. Prepare the new hire's office.
27. New faculty must attend new hire orientation.