

Academic Hiring Process

The academic hiring planning process occurs during the spring and summer months to ensure that faculty searches follow a standard, timely sequence aligned with best practices across higher education.

Planning and Approval Phase

1. Colleges complete and submit their hiring plans to the Office of the Provost at the conclusion of the spring semester.
2. The Office of the Provost reviews submissions and finalizes approvals in consultation with university leadership.
3. Approved hiring plans are returned to the deans at the conclusion of the summer term.

Communication and Search Preparation Phase

1. Deans share hiring approvals with department chairs.
2. Chairs communicate approvals to their departments, appoint representative search committees, develop position advertisements that reflect departmental needs, and work with Human Resources to post the ads in Taleo, as appropriate.

Search and Offer Phase

1. Search committees provide recommendations to the chair, who consults with the dean before extending a job offer to the selected candidate.
2. Chairs negotiate salary and position details in concert with the dean and finalize the offer.

Formal Offer and Appointment Phase

1. The chair submits the Letter of Appointment (LOA) to the dean for Academic Affairs and Research (AAR) approval.
2. AAR approves the LOA; the letter is then signed by the candidate, chair, dean, and AAR.
3. The department administrator routes the formal offer paperwork in Taleo for approval by AAR, Human Resources, and Budget.

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