

## FACULTY RECRUITMENT (SALARIED) Divisions of Biomedical and Clinical Sciences

**DEPARTMENT CHAIR/FAO** Negotiate Faculty positions and funds with Dean (Finalize and obtain approved "Request to Post" form) Prepare Ad and nominate Chair and members of the search committee in consultation with Department Faculty **ACADEMIC AFFAIRS** Review Ad for Academic Personnel and Affirmative Action required language; Academic Affairs Associate Dean to vet & finalize Ad **DEPARTMENT CHAIR** Approves Ad, appoints Chair of the search committee & Finalize Ad identifies administrative support **SEARCH COMMITTEE** Write recruitment plan, complete diversity training and conflict of interest document **ACADEMIC AFFAIRS** Enter plan into AP Recruit route search plan for approval **SEARCH COMMITTEE CHAIR DEPARTMENT CHAIR** Review and approve **ASSOCIATE DEAN FOR ACADEMIC AFFAIRS DEAN** Review and approve Review and approve **EQUAL EMPLOYMENT AFFIRMATIVE ACTION VICE PROVOST, ACADEMIC PERSONNEL** Reviews and approves **ACADEMIC AFFAIRS Publish and notify Search Committee SEARCH COMMITTEE** Review applications, update qualifications and status, and identify top candidate(s) for interview **DEPARTMENT CHAIR/ FAO ACADEMIC AFFAIRS** Division of Clinical Sciences requires an approved Generate shortlist and route for approval Proforma before Shortlist is generated **SEARCH COMMITTEE AFFIRMATIVE ACTION OFFICER DEAN** Review and approve Review and approve **EQUAL EMPLOYMENT AFFIRMATIVE ACTION DEPARTMENT CHAIR** Review and approve SEARCH COMMITTEE Interview candidates, write interview notes, and provide summary or justification to Academic Affairs; Recommend top candidate(s) for hire **DEPARTMENT CHAIR/ FAO** Negotiate LOI\* with top candidate(s) and route for **DEAN** signature Discuss with Chair proposed appointee(s) and negotiations (Division of Clin Sci - Generate "Request to Hire") **ACADEMIC AFFAIRS** Update AP Recruit, review & request missing documentation, generate search report, and route for approval EQUAL EMPLOYMENT AFFIRMATIVE ACTION **ACADEMIC PERSONNEL OFFICE** Review and approve

ACADEMIC AFFAIRS

Conclude upon finalization of recruitment

Request Central

Funding Form

\*See

LOI

work

Flow