HIRING PROCEDURES REFERENCE FORM
FULL-TIME FACULTY/ACADEMIC POSITIONS

Please be advised that this is only a quick reference sheet. Refer to your Dean's Office Procedures and attend the Pre-search Meeting for specific details of the process. You must also work closely with the Dean's Office and the Office of the Provost throughout the process to ensure proper procedures are followed.

When a Department has a Vacancy or Need:

Step 1. A review of the position and departmental needs should be performed including a budget and workload analysis. If applicable, the department then requests permission from the dean to fill the vacancy providing documentation of the review as justification for the request. This should be done at the beginning of the Spring term. If the request is made based on a retirement notification, a copy of the resignation letter of the person vacating the position must be included in the documentation.

Step 2. The dean reviews the request and if approved, forwards the request along with the supporting documentation to the provost through a TDX Faculty hiring Request.

Step 3. Upon receipt of the request, the provost will review all of the supporting documentation and may ask for further explanation. The provost will indicate the outcome of the request on the TDX request upon completion, TDX will then notify the dean, budget manager, and department chair.

Step 4. ***Once the department receives approval to fill the vacancy, the department must convene a Pre-Search Meeting with the Director of Faculty Processes and Hiring, Amy Askren, and the Associate Director of Workforce Diversification, Angeline Washington. If the position is eligible for immigration sponsorship, a representative from Legal Affairs, Scot Harvey, should also attend.*** Some units also include a representative from the Dean's Office. The department chair and the search chair are required to attend and any members of the search committee (if it has been established) are encouraged to also attend. Please be advised that consultation with the Angeline Washington is highly recommended prior to the selection and invitation of search committee members. The Google form for the position description/advertisement must be completed prior to scheduling the pre-search meeting. The resulting Google document will be the basis for discussion during the pre-search meeting. Steps 1-10 SCO

Step 5. After the Pre-Search Meeting the position description must be entered into Page Up, and then sent through the appropriate approvals. The search chair will indicate the approvers in the system and the system will advance the position description according to that input. Once reviewed and approved by the provost's office an e-mail will be sent to notify the department that the position has been approved and posted. ***Once you receive the e-mail from the Provost's Office, the department may advertise externally.*** Step 11 SCO

Application Collection and Review *Before* the Interview Process Begins:

Step 1. Immediate review of the applicant materials is available to all members of the search committee as the applicants apply in Page Up.

Step 2. Once the posting has closed or the review date has arrived, the applicants must then be rated in Page Up with the ratings as outlined at the top of the applicant portion of the posting. A status must also be applied to each applicant. ***The applicant rating will not change throughout the process but the applicant status will.***

Step 3. After all applicants have been rated and given a status in Page Up, the applicants are then moved into the status of Affirmative Action Review. Once this step has been completed, you must email Amy Askren to notify her to initiate the review of the pool. Once the ratings and statuses have been reviewed, the search chair will be notified by e-mail. ***Only then can the department invite candidates for interviews***. Be aware that no more than three candidates should be invited to campus interviews without prior approval of the Provost's Office. Step 12 SCO

Interview/Evaluation Process:

Step 1. Develop an objective, job-related evaluation form to be used in the interview process. Use criteria based upon the required and preferred job qualifications listed in Page Up and utilize the Initial Review Template. All persons involved in the interviewing process should review the "What Not to Ask When Interviewing Candidates" guidelines found on the Human Resources website: https://www.udayton.edu/hr/_resources/documents/staffing/Interview_Questions.pdf

Step 2. ***At each stage of the interview process, applicant statuses must be changed accordingly and then lastly changed to Affirmative Action Review (for review for interviews) and where appropriate the Dean's Office must be notified as well.*** For instance, if the first level of interview is a status of "1sr Interview," once the status is then changed to Affirmative Action Review, you need to notify Amy Askren. Once 1st interviews are complete, the change to the appropriate status (campus interview and then 2nd Affirmative Action Review) will follow the same steps as above. A first round interview must be completed before the request is made for a campus interview. ***All benefit eligible positions must interview with a representative from the dean's office and the Associate Provost for Faculty and Administrative Affairs.*** Step 13-15 SCO

Upon Completion of Campus Interviews and Before a Candidate is Offered a Position:

Step 1. Feedback from the dean's office representative and the associate provost must be obtained and considered with the feedback from the other interviewing parties.

Step 2. Once feedback is received, and a committee consensus is attained, the Hiring Justification Template should be completed and e-mailed to all parties addressed at the top of the memo portion of the template.

A statement must be made that all candidates interviewed were determined to have met the required qualifications upon the initial review and prior to interviewing. The narrative should be kept to a minimum with justification based on the values input in the rubric. Should there be more than one acceptable candidate, the first choice should be noted and the order of any remaining candidates.

Step 3. Once approval of the justification is provided (by email) by all parties, the status for the selected candidate is updated to reflect "Recommend for hire" in the system. This will initiate the hiring proposal in the system. The hiring proposal shall be completed and routed through the appropriate approval queue.

Step 4. Once the candidate is selected for hire (and hiring proposal initiated), the status of all applicants interviewed must be updated accordingly leaving the final candidate reflecting a status of "Recommend for hire."

Step 5. Once the hiring proposal is reviewed and approved by the associate provost or representative, the department will be notified by e-mail that a contingent offer of employment may be made. The department should contact the candidate to be sure they are still interested and indicate that an offer letter is forthcoming.

Step 16 SCO

Making the Offer:

Step 1. The formal offer letter must be approved by the dean and associate provost (or representative). Once the approval of the written offer letter is granted, the final letter should be e-mailed to Amy Askren for processing.

Step 17 SCO

For assistance contact: Carolyn Roecker Phelps
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