Senate Faculty Recruitment Process

PREPARATION

- C&SEVC authorizes use of FTE.
- Dean grants approval for Departments to begin search.
- Department downloads and completes senate position approval packet from APO website.
- Position approval packet submitted to Divisional Coordinator.
- Divisional Coordinator/Analyst reviews packet (returns to Department if revisions are necessary).
- Divisional Coordinator forwards Dean-approved packet.
- APO uploads evidence of outreach efforts in UCRecruit.
- APO & APO conduct senate recruitment process and fact-finding efforts.
- AYAA & APO conduct senate recruitment process and fact-finding efforts on an ongoing basis in UCRecruit.

RECRUITMENT

- Initial review date (IRT) follows. If it is determined that an insufficient number of applications have been received, the Department can request that APO update recruitment with a new, future review date (IRT), application deadline.
- Search committee reviews applications using the approved applicant screening criteria. Search committee votes to reach a consensus on dispositions based on advertised criteria.
- APO reviews search report and when revisions are required, returns the report to the Department via change request.
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- APO approves search report.
- Dean approves search report. Department now has recruitment compliance to proceed with appointment review.
- Department may now invite candidates to interview. Formal campus visits are conducted.
- APO sends official notification to Division and Department that recruitment is open and accepting applications.
- Divisional Coordinator/Analyst reviews packet (returns to Department if revisions are necessary).
- Divisional Coordinator forwards Dean-approved packet.
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